



**ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH &
ALLIED SCIENCES (SFUCHAS)**
A Constituent College of St Augustine University of Tanzania



POSTGRADUATE STUDIES REGULATIONS AND GUIDELINES

2025

SFUCHAS POSTGRADUATE STUDIES REGULATIONS AND GUIDELINES

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List of Abbreviations

CA	Continuous Assessment
CAC	College Academic Committee
DP-ARC	Deputy Principal-Academic, Research and Consultancy
DPGS	Directorate of Postgraduate Studies
DP-PFA	Deputy Vice Chancellor- Planning, Finance and Administration
FA	Formative assessment
GPA	Grade Point Average
JDP	Joint Degree Program
MD	Doctor of Medicine
MMed	Master of Medicine
PGSC	Postgraduate Studies Committee
PGSF	Postgraduate Studies Form
PDF	Portable Document Format
PEX	Postponed Examination
PhD	Doctor of Philosophy
SA	Summative assessment
SAUT	St. Augustine University of Tanzania
SFUCHAS	St. Francis University College of Health and Allied Sciences
TCU	Tanzania Commission for Universities
UE	University Examination

PREFACE

St. Francis University College of Health and Allied Sciences (SFUCHAS) is established and operated by the Tanzania Episcopal Conference (TEC). SFUCHAS is dedicated to providing quality health professional training and to achieve its mission, SFUCHAS requires seamless coordination across its diverse departments and effective integration of systems by its officers is crucial for optimal results.

The College of Health and Allied Sciences was officially inaugurated on the 12th June, 2011 by the **Hon. Dr. Hadji Hussein Mponda (MP)**, then Minister for Health and Social Welfare, who represented the **Hon. Philipo A. Mulugo (MP)**, then Deputy Minister for Education and Vocational Training. The establishment of SFUCHAS stems from the Tanzania Episcopal Conference's (TEC) commitment to address the critical shortage of qualified healthcare professionals in Tanzania. Recognizing the inadequacy of personnel in the health sector, TEC sought to contribute by training more doctors and other essential healthcare providers.

The University was established to provide skilled and competent human resources in the health sector that are vested with moral and ethical values, research, discover and communicate the truth to advance the frontiers of knowledge and provide quality services to the community.

The vision of the University is *“To be an outstanding Catholic University by setting a standard of excellence in health training, research and health care for the Rural Community”*.

The Mission of the University is;

- a) *To transfer knowledge from one generation to another through teaching, and advance the frontier of knowledge through research in rural Tanzania.*
- b) *To create a competent human resource force with moral, spiritual and ethical values in rural Tanzania.*
- c) *To deliver quality services to the rural community in Tanzania*

The success of SFUCHAS depends on effective implementation of its strategic goals which requires a clear understanding by all employees of the University to understand the rights and obligations of the University towards the employees and its employees to the University. Clear understanding of such fundamental issues is foundation for creation of harmonious relationship between the University and its employees and thereby minimise disputes and grievances arising out of terms and conditions of service.

The Manual has been prepared to cover most general circumstances related to service in public and private setting because of the organic nature of higher learning institutions. It is recognised that it is not always possible to cover or foresee every eventuality involving the University staff. Therefore, the Manual will be subject to revisions where and when necessary in order to take into account new developments and circumstances as may result from national, regional and global policies changes.

The Manual will be circulated to all staff and where necessary and consultations with the staff will be organised in order to provide opportunity to all staff to understand

the contents of the Human Resource Manual for mutual benefit. The Manual shall constitute an important component of employment of all SFUCHAS staff.

The Human Resource Manual shall be read and interpreted in line with other SFUCHAS Policies and operational procedures and guidelines.

Prof. Albino B. Kalolo

Principal

1. Introduction

The Postgraduate Regulation of the St. Francis University College of Health and Allied Sciences (SFUCHAS) outline the rules and guidelines governing all aspects of postgraduate study within the College.

This Regulation was initially established in November 2025 and officially approved by the SFUCHAS Governing Board on August 14, 2025, and endorsed by SAUT Senate on October 2025 and coming into effect immediately thereafter. It applies to all registered postgraduate students of the College.

The primary objectives of this Postgraduate Regulation are to clearly state the rights and obligations of postgraduate students, as well as the College's responsibilities toward them. To promote a high standard of academic excellence in all postgraduate programs and to ensure harmonious relations between students and staff, thereby minimizing disputes and grievances related to academic and administrative processes. In May 2025, the SFUCHAS Management initiated a review of the initial document to align the existing policies and regulations with current academic best practices, implement the requirements of the College's Strategic Plan, and ensure full compliance with the Postgraduate guidelines issued by the Tanzania Commission for Universities (TCU). This document reflects the modifications resulting from that review.

While this Regulation aims to be comprehensive, it is recognized that it may not cover every unique circumstance. The Principal of SFUCHAS is authorized to interpret and apply this Regulation, provided such interpretation does not conflict with the fundamental principles and spirit of the wider SFUCHAS Policies and Regulations.

1.1. Vision, Mission, Objectives and Core Value of the College

1.1.1. Vision

To be an outstanding Catholic University by setting a standard of excellence in health training, research and health care for the Rural Community

1.1.2. Mission

- a) To transfer knowledge from one generation to another through teaching, and advance the frontier of knowledge through research in rural Tanzania.
- b) To create a competent human resource force with moral, spiritual and ethical values in rural Tanzania.
- c) To deliver quality services to the rural community in Tanzania

1.2. Objectives and core values of the College

1.2.1. SFUCHAS objectives

- a) The provision of an academic Centre of excellence for advancement of learning, knowledge, innovation and creativity.
- b) The diffusion and extension of health, physical, natural and social sciences and technology.
- c) The provision of higher education, research and consultancy in medical practice and delivery of health services so far as is consistent with these objectives and the SAUT Charter to the extent that it is relevant.

- d) The nurturing of balanced intellectual, cultural and moral growth of the students of the college.
- e) The promotion of public charity interest in the field of higher education for the benefit of mankind in general and the Tanzanian society in particular.

1.2.2. SFUCHAS core values

- i) Good governance: All actions and operations at the College will follow good governance principles (Participation, Transparency, Accountability: Responsiveness: Equity, Effectiveness and efficiency, Rule of law and Ethics)
- ii) Client centered: All services provided at the College will be client oriented (internal and external clients) and provide excellent customer services
- iii) Result oriented: All activities will be monitored closely to achieve objectives
- iv) Creativity and innovation: There will be a good climate for promoting creativity and innovations for staff and students at the college
- v) Quality services: Services at the College will be offered to maximize customer experiences
- vi) Academic freedom and independence of thought: The culture of freedom of expression, critical thinking and inquiry through openness, transparency and tolerance will be cultivated Academic excellence: A cornerstone in teaching, research and community services
- vii) Equal opportunity, cultural and social justice: There will be no discrimination on the basis of gender, race, religion, age, political affiliation, disability or any other form. Equal opportunity and justice will prevail in all operations.
- viii) Respect for laws and regulations of the country: The constitution, laws and regulations of the United Republic of Tanzania will be upheld in all actions and operations at SFUCHAS

1.2. Objectives of the Postgraduate Guidelines & Regulations

- a) To provide clear and structured guidelines for postgraduate supervision.
- b) To promote consistent, high-quality supervision across all departments.
- c) To foster a collaborative, respectful, and supportive Supervisor–student relationship.
- d) To ensure timely completion of coursework, development of research skills, and execution of academically sound research projects.

1.3 Interpretations

“Academic dishonesty” Academic dishonesty consists of any deliberate attempt to falsify, fabricate or otherwise tamper with data, information, records, or any other material that is relevant to student’s participation in any course, laboratory, or other academic exercise or function.

“Appeal” A review by Senate of its previous decision based on new facts which have been produced and were not considered in arriving at a decision and/or if Senate overlooked certain rules/laws in making the decision.

“College Academic Committee” The highest committee at the College which shall handle matters related to academics, research and innovation

“Conditional registration” Partial registration for students who have not been able to meet registration requirements, including payment of tuition fees to the College.

“Defence Committee” An academic forum (independent of Supervisors), appointed and approved by Senate, comprising internal and external examiners which assess the candidate during the *viva voce* session.

“Deferment of admission” Deferment of commencing studies by an admitted postgraduate student until the following academic year due to extenuating circumstances.

“De-registration” Withdrawal of the registration initiated by a student or the College subject to conditions provided under these guidelines.

“Dissertation” Research studies by a student at Master/PhD level in a program which is largely coursework but with some research.

“Freezing of studies” Stopping of studies for a specified period of time which will not count into the student’s registration period.

“Graduation” A ceremony after satisfying two conditions: a) a student completes and passes all requirements of a program and b) a student is presented in person or *in absentia* before the Chancellor for an award of a registered program.

“Manuscript committee” This is a team of 3 to 5 experts in the field which assesses whether the content of the postgraduate research meets the criteria for allowing the candidate to the official defence (*viva voce*).

“Overstay” Unsatisfactory progress at one stage in the course of studies, leading to spending seventy-five (75%) per cent of the normal time allowed, for a particular stage in the course of studies.

“Postponement of studies” Stopping studies for a semester or a full academic year which will count into the student’s registration period.

“Senate” The Senate of St. Augustine University of Tanzania.

“Supervisor” An officially appointed individual to guide and oversee the scientific achievements of a student based on the objectives of the program. A Supervisor must be an expert in the field of the study, especially the research subject.

“Thesis” An in-depth research study, produced by students at Master and PhD levels whose program is mostly research, but may carry a small number of required courses.

“University College” This shall mean St. Francis University College of Health and Allied Sciences (SFUCHAS).

“Unauthorized material” Unauthorized material shall mean any written or printed material that is generally or specifically prohibited from being brought into the examination room/venue/centre.

“Viva voce” An oral examination forming part of the validated assessment for a PhD candidate. The *viva voce* is a tool used to authenticate the work of the candidate.

1. 4. Non – discriminatory Policy

SFUCHAS believes in equal opportunity and does not discriminate against any current or prospective student or employee on the basis of race, gender, ancestry, ethnicity, nationality, age, disability, religion or any other attribute.

1.5. Medical and General Student’s Welfare services

SFUCHAS adheres to the general guidelines provided by TCU and other regulatory authorities with regard to medical and safety of students. Furthermore, the University College has established student welfare services as well as mandatory health insurances to all students.

1.6. Purpose and Rationale

The postgraduate guidelines ensure a fair and effective environment for quality academic training. They provide a roadmap for students, supervisors, and institutions, promoting consistency and high standards in supervision. The guidelines define roles, qualifications, and responsibilities, ensuring structured mentorship and regular feedback.

1.8. Scope of the Guidelines

This Guidelines applies to all postgraduate students and academic staff supervising Master, Doctor of Philosophy (PhD), or other postgraduate courses, as well as all departments, faculties/schools, Institutes and directorates in the College. The Guidelines apply equally to national and foreign students pursuing postgraduate studies at SFUCHAS.

1.9. Postgraduate Studies Supervision

Supervision is key to mentorship and timely completion of postgraduate studies. It requires transparency and shared responsibility among the student, Supervisor, department, faculty, and postgraduate directorate. Departments must assess a supervisor's expertise, qualifications, and experience before nomination. As much as possible, primary Supervisors should guide students only within their area of specialization. In lieu of this, the department shall appoint less than two supervisors, a junior and a senior.

1.10. Approval of the Guidelines and regulations

- a) Upon approval by the SAUT Senate, these regulations shall apply to all continuing and prospective postgraduate students enrolled at SFUCHAS.
- b) The prospective students are required to consult the Postgraduate Admission Guidebook prepared annually by TCU and SFUCHAS Prospectus for specific program requirements for admission to SFUCHAS. The documents can be accessed through: *www.tcu.go.tz* and *www.sfuchas.ac.tz*, respectively.

1.11. Benchmarking

These postgraduate guidelines align with both national and international academic quality standards. They are consistent with the Tanzania Commission for Universities (TCU) guidelines (2023) and those of regional institutions such as CUHAS, SJUT, UDOM, Makerere, UoN, MUHAS, and UDSM. Additionally, they are benchmarked against global universities including Nijmegen, California, Rome, Bologna, and Harvard. The aim is to enhance learning, supervision, and professionalism among postgraduate academicians.

2 Postgraduate Studies Regulations

2.1. Guidelines for enrolment in Postgraduate Studies

2.1.1 General Application Procedures

- a) All applications for postgraduate training at SFUCHAS shall be submitted to the DPGS through online system (SIMS) available at *www.sfuchas.ac.tz*.
- b) The applicants shall be required to pay a non-refundable application fee as stipulated. The applicant will be required to create a control number through SIMS, download application forms, complete them as appropriate and submit to DPGS.
- c) There shall be two application windows for the research alone based programs. The first window will be opened from April to June, while the second one will be opened from July to September of each academic year. However, for a Master's of Philosophy and PhD by Research/Thesis, the application can be done at any time within the academic year.
- d) There will be a single intake for the degree programs with coursework.
- e) The completed application forms must be supported with the relevant documents as stipulated in each degree program., The application shall be accompanied with referee's recommendation form (available at the office of

DPGS), evidence of payment for the application and copies of academic certificates, transcripts, birth certificates and National Identity (NIDA)/Passport/any recognised ID.

- f) A provisional admission into a postgraduate certificate, diploma or none – clinical Master programme may be provided to applicants doing their final semester of the respective year of study pending their final results.
- g) Applicants with certificates obtained from higher learning institutions abroad (foreign certificates) shall be required to submit the certificates of recognition from TCU. The College shall not be responsible for seeking the certificate of recognition.
- h) Applicants with foreign certificates / qualification shall validate their certificates through the relevant authorities.
- i) Applicants with International or foreign certificates will be admitted as per SFUCHAS admission guidelines and TCU certificate verification of certificates.

2.2. Application Guidelines to Specific Courses

2.2.1 Postgraduate Certificate programmes

To be admitted to the postgraduate Certificate program of SFUCHAS, the candidate must meet the following minimum entry requirements:

- a) At least a GPA of 2.7 or B grade, at a postgraduate certificate or bachelor's degree together with certified secondary school certificates or other supporting documents.
- b) The College can process provisional admission into a postgraduate certificate of a candidate who is in the final year of a Bachelor's degree and has completed degree requirements for admission while waiting for the final results.
- c) The DPGS or Chairperson of Senate upon recommendations from the Colleges/Schools/Institutes through the Chairperson of the PGS-Committee shall approve admission into Postgraduate Certificate and submit to TCU for verification.
- d) The offering Faculty/School/Institute may prescribe additional requirements.

2.2.2 Postgraduate Diploma Program

To be admitted to the postgraduate diploma program of SFUCHAS, the candidate must meet the following minimum entry requirements:

- a) At least a GPA of 2.7 or B grade, at a postgraduate certificate or bachelor's degree together with certified secondary school certificates or other supporting documents.
- b) The College can process provisional admission into a postgraduate diploma of a candidate who is in the final year of a Bachelor's degree and has completed degree requirements for admission while waiting for the final results.
- c) The DPGS or Chairperson of Senate upon recommendations from the Colleges/Schools/Institutes through the Chairperson of the PGS-Committee shall approve admission into Postgraduate Diploma and submit to TCU for verification.

- e) The offering Faculty/School/Institute may prescribe additional requirements.

2.2.3. Master Degree Program

In order for applicants obtain admission to the Master degree programme of SFUCHAS, the candidate must have the following minimum entry requirements:

2.2.4. Master Degree by coursework/Dissertation/Research / Thesis

For a candidate to be admitted to a Master degree by coursework and Dissertation at SFUCHAS shall hold either:

- a) A Bachelor's degree with a minimum GPA of 2.7 in a scale of five (5) or its equivalent from accredited Higher Learning Institution; OR a postgraduate diploma in a relevant discipline/area or equivalent with minimum GPA of 3.0 in a scale of five (5) or "B" grade for unclassified degrees.
- b) For a candidate to be admitted to a Master degree by Research and Thesis, he/she must have a minimum GPA of 3.0 or Upper Second degree in a scale of five (5) or an average of "B+" at Bachelor's degree level.
- c) Candidates with PASS degree may be considered if they will present:
 - (i) A working or research experience of at least three years after graduation.
 - (ii) A postgraduate diploma in relevant discipline or equivalent with a minimum GPA of 2.7 or B grade
 - (iii) Evidence of additional training lasting for at least six months after graduation.
- d) The DPGS shall process provisional admission into a Master program of a candidate who applied in the final year of the Bachelor's degree and has completed degree requirements for admission but is waiting for the final results, or for a candidate who has applied and qualifies for admission is still waiting for approval by the Senate of the respective Higher Learning Institution. However, an exception will be to those applicants in clinical studies such as MMed who are supposed to have successfully completed an internship year and have acquired a permanent registration from their regulatory bodies (e.g. MCT)
- e) The DPGS shall have the right to revoke the provisional admission where the applicant fails to meet the admission requirements. The provisional admission shall be not more than six months.
- f) The DPGS or its Chairperson upon recommendations from the Colleges/Schools/Institutes shall approve admissions into a Master degree and submit to TCU for verification.

2.2.5 Doctor of Philosophy (PhD) Degree Program

2.2.5.1. General Description

- a) Applicants are required to apply directly to the SFUCHAS Online Admission System (SIMS) at <https://application.sfuchas.ac.tz> using the appropriate form.
- b) The prospective candidate must demonstrate the capacity to carry out independent research and the ability to pursue the proposed PhD program.

2.2.5.2 PhD candidate enrolment

- a) Have a minimum qualification of 3.0 GPA or B grade at the Master degree, while applicants with undergraduate degrees shall have a minimum of B+ and above (For special MD- PhD, DDS – PhD or BVM-PhD Programs)
- b) Identify a researchable idea/area of interest and develop a concept note for presentation.
- c) Contact a potential department and/or senior researcher within the area of interest for supervision.
- d) If a department and /or an academic member of staff identify a researchable area, such a staff can approach a prospective candidate who is interested to develop the area into a researchable topic, provided he/she meets the admission requirements.
- e) An applicant will be required to pay a non-refundable application fee as shall be determined by the College.

2.3. Applicant attached documents:

- a) Undergraduate degrees
- b) Master degrees where applicable
- c) A recent *curriculum vitae*
- d) Recommendations from three referees.

3. Registration Requirements

- a) Registration shall be done within two weeks after commencement of the academic year or as stipulated in the admission letter.
- b) Registration shall be done online (SIMS) after completing the payment of required College fees.
- c) No student shall be registered without completing the College fees or without submission of the sponsor's commitment letter to the appropriate College financial office.
- d) Applicant submitting evidence other than the payment slips shall be given partial registration, which shall expire before the commencement of the University Examinations in case the debt is not cleared.
- e) During registration, the admitted student shall be required to present:
 - (i) Evidence of payment
 - (ii) Admission letter
 - (iii) Original transcripts and certificates alongside their certified copies
 - (iv) Two passport size photographs taken within six months
 - (v) Sponsor's commitment and employment letter (if applicable)

3.1. Provisional Registration:

- a) Any candidate enrolled in the PhD by Thesis shall, in the first instance, be registered as "Provisional PhD students" if they meet the minimum entry qualifications defined in section 2.3 above. Provisional Registration shall

- begin from the time a candidate is issued with his or her registration number. The provisional admission for a PhD candidate shall be 9 months.
- b) The candidate maybe fully registered after approval of his/her proposal by the Directorate of Graduate Studies
 - c) A provisional PhD candidate may also be required by the College to do additional formal courses appropriate to his/her field of study, or to improve the candidate's communication or computer skills.
 - d) The registration shall be confirmed after the candidate has fulfilled all the requirements for a PhD candidate in a respective PhD program.

3.2. Program Registration Tenure

3.2.1. Postgraduate Certificates programme

This programme shall be conducted as full or part-time, with a total duration of two semesters (1 year) for a Full-time or four semesters (2 years) for a part-time programme. For the Full-time programme, the first semester shall be dedicated to course work while the second semester shall include some courses and fieldwork.

3.2.2. Postgraduate diploma program

This programme shall be conducted as full or part-time, with a total duration of two semesters (1 year) for a Full-time or four semesters (2 years) for a part-time programme. For the Full-time programme, the first semester shall be dedicated to course work while the second semester shall include some courses and fieldwork.

3.2.3. Master degree by coursework

- a) For the fulltime none – clinical Master programmes with coursework and Dissertation, the duration will be 2 years (four semesters). The first 12 months shall be used for coursework, research proposal development, presentation, approval and ethical clearance. The remaining 12 months shall be used for conducting research, Dissertation and manuscript writing, submission, examination and submission of the error free copy of the Dissertation.
- b) For the part-time Master programmes with course and Dissertation, the tenure will be 3 years (Six semesters). The first eighteen (18) months shall be used for coursework, research proposal development, presentation, approval and ethical clearance acquisition. The remaining 18 months shall be used for conducting research, writing manuscript and Dissertation, examination and submission of an error free copy of the Dissertation.
- c) For the MMed courses, the duration and shall be as stipulated in the respective curriculum.
- d) For the candidates doing courses in Public Health, the respective rotations shall be included within the registration duration as per curriculum.

- e) All document submissions shall be made online (Concept note / Proposals / Thesis / Dissertation), however the error free documents shall be submitted in both hard and softcopies.

3.2.4. Master degree by research and Thesis

- a) The Master degree by research and Thesis shall be twenty-four (24) and thirty-six (36) months for full-time and part-time candidates respectively.
- b) For full-time candidates, the program will be divided into four parts; the first **Nine** months will be used for developing the research proposal, presentation and approval at the departmental level. The following **Six** months will be used for conducting research (data collection), the next **Six** months shall be used for developing the Thesis and publishing the manuscript in journals, while the last **Three** months shall be used for presentation, examination and submission of the error free copy of the Dissertation.
- c) For part-time candidates, the first **Twelve (12)** months shall be for the development of research proposal, presentation and approval, followed by **twelve (12)** months for conducting research. The next **nine (9)** months shall be for writing the Thesis and publishing a journal article and the remaining **three (3)** months shall be for submission and examination of the Thesis, including presentation/oral examination and the submission of final error-free copy of the Thesis.
- d) For a candidate to qualify for an award of a Master degree by research and Thesis, the candidate should submit at least two (2) manuscripts, where one of the manuscripts must be published and one manuscript submitted into a peer reviewed journal recognized.

3.3. PhD Programs at SFUCHAS

3.3.1. Organization and learning outcomes of the PhD training:

The PhD training at SFUCHAS intends to attract highly competent and motivated young scholars who wish to specialize in the various fields of medical and public health. The training is intended to contribute to alleviation of the severe shortage of highly trained human resources for health. The PhD degree is designed to develop Master in skills, competency and innovation.

3.3.2. Description of the PhD program:

The doctor of philosophy (PhD) degree program will be full time at SFUCHAS or sandwiched with partner Universities. Program will be by coursework or research and Thesis. Either of the programs will include continuous research and interaction between the candidate and Supervisor, as well as doing some classroom-based training capacity enhancing courses.

3.3.3. Description of a PhD sandwich (split-site PhD) program

Candidates for this program will be enrolled at SFUCHAS as a home institution and will be allowed to spend a part of either research or the coursework at a partner institution within or outside the country. This program structure is so designed to provide Tanzanian researchers/scholars the opportunity to work with

other institutions in case where a technique is not available in Tanzania. The sandwich can be in literature survey or laboratory analyses.

3.3.4. PhD program by coursework and Dissertation

The minimum tenure of the PhD program at SFUCHAS shall be Thirty-six (36) months (3 years) and Forty-eight (48) months (Four years) for full-time and part-time candidates, respectively. However, in some circumstances the extension of the admission can be accorded by the Senate.

- a) For full-time candidates, the first nine months shall be used for coursework and development of the research concept. The candidate shall conduct presentation, and seek for approval from the departmental and school/faculty/Institutional level. The following 15 months shall be for conducting research. The candidate is anticipated to complete the research work, prepare and submit at least three manuscripts for publication in peer reviewed journals within the remaining 12 months of the PhD tenure.
- b) For part-time candidates, it is advised that the candidate uses fifteen (15) months for coursework and research proposal development, three (4) months for approval and ethical clearance acquisition, fifteen (15) months for conducting research, nine (10) months for Dissertation and article publication and three (4) months for submission and examination of the Dissertation, including *Viva – voce* and production of an error free copy of the Dissertation.
- c) For PhD by coursework and Dissertation programs in Medicine, and Public Health, the students shall use twelve (12) months for coursework and research proposal development, ethical clearance and other approvals from departments. Thirty-three (33) months for conducting research, data analysis, article publication and Thesis writing, and three (3) months for submission and Thesis examination including *viva voce* and production of error free copy of the Thesis.

3.3.5. PhD by research and Thesis

- a) **For full-time candidates:** The first nine (9) months shall be for the development of a research proposal, including presentation and approval at all levels. The following twelve (12) months shall be for conducting research including data analysis, and the remaining fifteen (12) months for writing the Thesis and publishing at least two journal articles. The last three (3) months shall be for submission and examination of the Thesis, including *Viva voce* examination, submission of the final error-free copy of the Thesis.
- b) **For part-time candidates:** The first twelve (12) months shall be for the development of research proposal, presentation, and approval at all levels. The following twelve (12) months shall be for conducting research including data analysis followed by Eighteen (18) months for writing the Thesis and publishing of at least two journal articles. The final four (6) months shall be for submission and examination of the Thesis including *viva voce* examination, submission of the error-free copy of the Thesis.

4. Duration for Registration and Overstay

4.1. Maximum duration for registration

- a) No candidate shall be permitted to complete studies in less than 70 – 75% the specified minimum duration of registration. This clause shall not be applied to MMed and all other coursework/dissertation programmes.
- b) Candidates who fail to complete their studies within the specified registration period shall apply for extension of registration.
- c) The maximum duration of extended registration for each category shall not exceed twenty-four (24) months from the specified registration period. The extension shall be given at durations of three to six (3 to 6) month period.

4.2. Overstay in one stage of a program

This means demonstrating unsatisfactory progress at one stage in the course of studies, leading to spending seventy-five (75%) per cent of the normal time above the specified time for a particular stage in the course of studies within the registration period. Nevertheless, in some circumstances such as natural calamities, this clause may be waived and a *force majeure* option will be opted.

- a) Candidates with research component who fail to complete a particular stage of their studies within the specified period shall apply for intermediate extension using appropriate SFUCHAS forms.
- b) The Senate shall approve the intermediate extension after a recommendation from the Faculty/ Institute Board.
- c) A candidate may only apply for intermediate extension once. Otherwise, the candidate shall be discontinued from studies.
- d) Overstay in one stage shall lead to discontinuation from studies if application for extension is not approved.

5. Transfer of Registration

Transfer from one academic program to another will be allowed only if the candidate possesses the required admission criteria for the program for which transfer is being sought and a vacancy exists in that program.

- a) A candidate who wishes to transfer registration from within the College (transfer from one program to another) shall fill an online transfer form at SFUCHAS.
- b) Transfer of registration shall be only for candidates who have completed the registration process.
- c) No student shall be allowed to start studying the program for which the transfer is being sought before the approval by the Chairperson of CAC and Senate and the endorsement by TCU.
- d) A student shall not be allowed to transfer from one program to another after the third (3rd) week of the first semester of an academic year.
- e) After the approval of the request by CAC and Senate and validation by TCU, a student shall be required to pay fees and related costs of the new program after the transfer.

- f) A student who seeks a transfer of registration shall pay a non- refundable fee as stipulated by the College.

6. Credit Transfer across Universities

- a) Postgraduate students from other universities may transfer their credits to SFUCHAS or the other way round.
- b) Student credit transfer shall be allowed only between universities which are fully accredited or recognized by Tanzania Commission for Universities (TCU).
- c) A transfer of a postgraduate student to SFUCHAS shall take into consideration the availability of needed training resources, academic support, and supervision capacity.
- d) For the case of transfer of credits from other institutions of higher learning for the purpose of graduation at SFUCHAS, the candidate shall be required to earn at least 50% of the total credits from SFUCHAS courses.
- e) Applications for credit transfer shall be submitted to the Principal, in writing, with attachment of copies of supporting documents as may be required.
- f) College/ /Institute Boards shall recommend to Senate, through DPGS, all applications for credit transfer for registration at SFUCHAS. The Senate shall approve the transfer of credits as appropriate.
- g) Only candidates meeting the minimum entry qualifications for a particular program at SFUCHAS shall be considered for transfer.
- h) Credit transfer shall only be allowed if such credits have been obtained within a period of not more than two (2) years.
- i) Students discontinued from other universities shall not be allowed to transfer credits to SFUCHAS.
- j) Research components and clinical based courses shall not be eligible for being transferred to SFUCHAS.

7. Criteria for Establishing Equivalency of Courses

In determining the equivalency of courses for purposes of transfer of credits, the following criteria shall be used:

- a) The course must be from a program of the same level as that of a SFUCHAS course.
- b) The course must have a theoretical component i.e. involving final examination, excluding clinical-based courses.
- c) Course content must be at least 75% similar to that of the SFUCHAS course.
- d) The number of teaching hours used to cover the course must be at least 75% of the hours used in the similar course at SFUCHAS.
- e) Once a course has been accepted as being equivalent to a SFUCHAS course as per the criteria in these regulations, the course shall be given the same number of credits as that of the course at SFUCHAS regardless of the credits from the other University.

- f) Conversion of grades shall be done by anchoring the pass mark of the other university to that of SFUCHAS and accordingly determining the range of marks in the other University for the SFUCHAS grades.
- g) In case where only grades (and not scored marks) are available, the lower equivalent marks shall be assumed.
- h) The procedures and administration of student credit transfer shall be stipulated by the Admission Office.

8. Registration for Continuing Students

- a) Postgraduate students shall renew their registration status at the beginning of each semester.
- b) The deadline for continuing students' registration shall be four weeks after commencement of the semester.

9. Deferment of Admission

- a) Except for compelling reasons such as health, financial or others, deferment shall not be entertained. Under such circumstances the admitted student may be permitted to defer his admission to the next academic year.
- b) The candidate can apply online for the deferment and attach supporting document to the DPGS through the Head of Department.
- c) No candidate shall be allowed to defer more than a year of study; in addition, the candidate must have paid the minimum amount of the fee to allow him/her to be registered. The paid amount shall be part of the tuition fee for the next academic year upon resumption. The paid amount shall not be refunded in case the candidate fails to register for the subsequent year.

10. Postponement of studies / examination

- a) A candidate who is in the coursework stage will be allowed to postpone studies or examination(s) if he or she has a compelling reason and has paid the required fees.
- b) The Maximum duration for postponement shall be one year within the registration period. The candidate shall request for the approval in writing through the Head of Department/School/Institute/Faculty to the DPGS. The chairperson of DPGS may approve on behalf of the Committee

11 Freezing of studies

- 11.1. Freezing means stopping studies for a specified period of time. The period of freezing shall not be counted as part of the registration period of the candidate.
- 11.2. Under special circumstances and a sound reason, a candidate who fails to continue with studies may apply to the DP ARC for freezing of registration through his/her Department and Faculty/School/Institute and DPGS.
- 11.3. The maximum period for freezing shall be not more than 12 months in case of Master degree and not more than 18 months for PhD. However, freezing of registration is not allowed for students during the coursework phase.

- 11.4. A candidate shall not be allowed to freeze studies more than once. Except under special circumstances as may be approved by the DP ARC
- 11.5. Permission to resume studies must be approved by DP ARC via the Department and Faculty/School/Institute and DPGS.

12 Program Evaluation and Award Requirements

- 12.1.1. In order to proceed from one year to another, or one stage to another, the candidate shall be required to fulfil the requirements as specified in the program structure in the SFUCHAS Prospectus, and as stipulated in the Guidelines. Generally, the program evaluation may consist of the following: Coursework, University examination, Dissertation, Thesis and publication(s).
- 12.1.2. Candidates who intend to pursue postgraduate diploma shall comply with the coursework, university examination and a final year project as a research component evaluation.
- 12.1.3. Candidates registered for a Master degree program by coursework and Dissertation shall observe coursework, university examination and Dissertation and journal article publication (where applicable) evaluation procedures, while the candidate under Master degree by research (Thesis) alone shall fulfil the Thesis and publication evaluations, in which, the candidate shall publish at least one journal article in the form of either review or research paper.
- 12.1.4. Candidates who intend to pursue PhD by coursework shall comply with the coursework, university examination, Dissertation and at least two publications in the form of either review or research articles.
- 12.1.5. Candidates under the PhD by research (Thesis) alone shall observe the Thesis evaluation procedures and publication of at least two articles, one of which a research paper.
- 12.1.6. No candidate shall be allowed to submit the final hardbound copy of the Thesis or Dissertation without compliance to the publication(s) requirements, where applicable. The publication shall be part of the final Thesis/submission.

12.2. Coursework Evaluation

- 12.2.1. Any candidate registered for postgraduate program offered by coursework and Dissertation shall do coursework and university examination as indicated in these guidelines, and as prescribed in the Prospectus for the program specific requirements if any.
- 12.2.2. A candidate registered for research alone programs (Master or PhD) may (if necessary), upon recommendation of the relevant College/School/Institute Board, be required to do one or more formal courses appropriate to his/her field of study.
- 12.2.3. There shall be Continuous Assessment (CA) and final university examination (UE), the composition of which shall be as described in the Prospectus for each respective program.
- 12.2.4. There shall be external examiners for both postgraduate course work as well as Dissertations.

- 12.2.5. The external examiners shall be Senior Lecturers, or above, from a recognized higher learning institution. The external examiner shall be proposed by the respective Department and approved by Senate.
- 12.2.6. With exception to grading and progress from year to year, all examinations shall be prepared, administered, conducted and processed as per approved College procedures outlined in the SFUCHAS Examination Regulations. With the exception of courses without final University Examination, the final marks in each examination will consist of 50% coursework and 50% University Examination.
- 12.2.7. Examination grading system shall be the same for all postgraduate students. Weighted GPA system shall be taken into account when calculating overall GPA. The pass mark for all courses shall be a B grade average (GPA of 3+).
- 12.2.8. Candidates, whose average is below 3.0 GPA, shall be required to do supplementary examination in the courses failed. The maximum GPA for a candidate to be allowed to sit for supplementary examination shall be a 2.7 GPA.
- 12.2.9. After supplementary examinations, the candidate who fails to attain the GPA of 3.0 shall be discontinued from studies.
- 12.2.10. Candidate whose overall GPA is below 2.7 in the first sitting shall be discontinued from studies.
- 12.2.11. Candidates failing supplementary examination of the core course(s) and elective course shall be allowed to carryover, but only once, the failed course(s) in subsequent years if the GPA allows. Carryover course(s) shall be cleared within the maximum period of registration.

12.3. Research Evaluation

- 12.3.1. For programs offered by coursework and Dissertation, before a candidate is allowed to proceed with the research phase of any postgraduate program (Master's/PhD), the candidate should successfully complete all required courses in the coursework part with a minimum overall grade of "B".
- 12.3.2. For a candidate with First supplementary will proceed to the research phase, however the candidates with second supplementary shall be barred to proceed.
- 12.3.3. Before commencing the research part, a concise research proposal shall be approved by the Department. The presentation at the Department can be attended by both staff and students. If satisfied with the quality of the proposal, the Department shall submit the proposal to the Faculty/ School/ Institute committee. Before being approved, each candidate shall present the research proposal before DPGS.
- 12.3.4. The Department/Institute at its discretion may decline to approve the proposal or recommend revision if:
 - a) In its opinion, it is unsuitable or deficient in content.
 - b) The conditions under which the candidate proposes to work are unsatisfactory.
 - c) The budget is unrealistic or prohibitive.

- d) The duration to undertake research is longer than the allowed registration period.
 - e) It is a plagiarized work
- 12.3.5. In case of candidates in programs by research alone and PhD, the candidate shall present the proposal to DPGS, and onward to Senate after making the appropriate corrections, as directed by DPGS.
- 12.3.6. A candidate whose proposal has been approved by the School/Institute/Faculty shall submit the approval letter to DPGS for data collection permit, using form SFUCHAS/PGSF.4. For the research alone and PhD programs, upon submission of the corrected proposal to DPGS, the candidate shall seek approval for data collection and research clearance permit from the Institutional Review Board (IRB) using the same form SFUCHAS/PGSF.4
- 12.3.7. Each candidate, at research phase shall be assigned a Supervisor by the Department/Institute/School/Faculty at the beginning of the research work. The Supervisor will guide the candidate in formulating and undertaking research as directed under Part 3 of this guidebook.
- 12.3.8. The Supervisor–student record form (SFUCHAS/PGSF.5) shall be signed by both the Supervisor and candidate whenever the student meets the Supervisor. The Supervisor–student record form(s) shall be submitted together with progress report form (SFUCHAS/PGSF.6) for each quarter to the DPGS.
- 12.3.9. All candidates in research phase shall submit progress reports quarterly using the progress report form (SFUCHAS/PGSF.6) together with Supervisor–student record form (SFUCHAS/PGSF.5), to DPGS via the relevant School/Institute/Faculty Boards.
- 12.3.10. The candidate who shall not submit a progress report within specified time biannual shall be warned. Disciplinary measures shall be taken to candidates who do not submit progress report twice without compelling reasons. The candidate shall submit the progress report within six (6) months. The progress report shall be submitted regardless of the duration the candidate has attended/worked in a quarter.
- 12.3.11. A candidate who is proven to have cheated or being dishonest including, but not limited to, use of any published/unpublished material belonging to someone else or from the webpage, in either paraphrase or direct quotation, without acknowledgment or proper citation (plagiarism which shall be not more than 24%), or use of falsified or someone’s data/experiment shall be discontinued from studies.

12.4. Dissertation/ Thesis Evaluation

- 12.4.1. Candidates who qualify to continue with the research phase after coursework shall be required to submit, in partial fulfilment of the Master / PhD degree requirements, a Dissertation while candidates under program by research alone shall be required to submit, a Thesis in fulfilment of the Master’s/PhD

requirements, before expiration of the registration period. Every candidate at research phase/ stage shall be allocated Supervisor(s) and every Dissertation/ Thesis submitted for the degree must be accompanied by a declaration of the candidate to the satisfaction of Senate, neither stating that it is the candidate's own original work and that it has neither been submitted nor concurrently being submitted in any other institution.

- 12.4.2. The Dissertation/Thesis shall contain a statement of copyright by the author as follows: *“No part of this Dissertation/Thesis may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or SFUCHAS in that behalf.”*
- 12.4.3. To avoid complaints of academic dishonesty and violation of intellectual property rights, publication emanating from a Dissertation or Thesis must include the candidate as a first author and not as a co- author. The Supervisor or any other authority shall not publish any part of the Dissertation/Thesis without a written consent from the candidate. Violation of this regulation will attract serious disciplinary measures as per approved SFUCHAS procedures, or as prescribed by the state.
- 12.4.4. Any publication(s) or any reproduction of either a figure or Table from a Dissertation or Thesis that has been part of SFUCHAS award, shall acknowledge the author and the College.
- 12.4.5. A Dissertation/Thesis submitted for the Master's or PhD degree must meet the format and literary presentation as per SFUCHAS guidelines
- 12.4.6. The maximum indicative length/volume of Dissertation/Thesis shall be 100 – 120 and 200 – 250 pages for Master and PhD, respectively
- 12.4.7. Under special circumstances, a tolerance of 10% above the limits may be allowed if it is approved by DPGS, with reasons for exceeding the limits clearly stated.
- 12.4.8. To avoid bias in the examination process, Dissertation/Thesis shall be sent to examiners anonymously, and the examiners shall not be revealed to the candidates.
- 12.4.9. For a candidate to qualify for an award of a Master degree by Coursework and Dissertation he/she shall produce at least one published article based on his/her research results intended for submission to peer-reviewed journals, recognized internationally by SFUCHAS.
- 12.4.10. For a candidate to qualify for an award of a Master degree by research and Thesis, the candidate shall accumulate a minimum of 180 credits and shall have submitted at least three paper manuscripts based on the research submitted to a peer reviewed journal and the journal recognized by SFUCHAS.
- 12.4.11. For a candidate to qualify for MMED must submit acceptable dissertations 3 months before final University examinations. Students who fail to submit their dissertations in the specified time will be barred from sitting for their final University examinations. One publishable manuscript intended to peer review journal (Accepted for review or proof of being under review)

- 12.4.12. For a candidate to qualify for the PhD award by coursework and Dissertation he/she shall have at least two published papers manuscripts (articles/papers) in a peer reviewed journal recognized by SFUCHAS.
- 12.4.13. For a candidate to qualify for the PhD award by research and Thesis he/she shall have at least three published and at least two publishable manuscripts (articles/papers) in a peer reviewed recognized internationally.
- 12.4.14. For a candidate to qualify for a postgraduate degree of SFUCHAS the candidate shall submit a plagiarism-free certificate obtained from DPGS before external evaluation of the Thesis/Dissertation.

12.5. Master Dissertation

- 12.5.1. After completion of the research work, the candidate shall submit the Dissertation to the Department/School/Institute/Faculty for approval prior to submission to the DPGS for examination. The approval process at the Department / School / Institute / Faculty shall include presentation of the research findings at both School/Institute/Faculty and Postgraduate Studies levels
- 12.5.2. Candidate must submit three copies of the Dissertation to the DPGS for examination using the submission form. PGSF. 8
- 12.5.3. Every Dissertation submitted shall be examined by at least two specialists approved by SENATE through recommendations by appropriate Faculty / School / Institute Boards. At least one of the examiners must be external to the University. The other (internal examiner) must be a competent academic member of SFUCHAS other than the candidates Supervisor.
- 12.5.4. The department into which the candidate enrolled shall be responsible to suggest the internal and external examiners. The documents shall be sent to the examiners as softcopies in protected format where the examiners will be required to acknowledge receipt with a month.
- 12.5.5. Internal examiners shall be required to submit their reports about the Dissertation within one (1) month, and external examiners within three (3) months from the date of receipt.
- 12.5.6. The appointed examiners shall be reminded to submit their reports twice, thereafter their roles shall be revoked. On such circumstances that work shall be sent to different examiners.
- 12.5.7. Each examiner shall be required to summarize his/her report about the Dissertation and provide definite recommendation using SFUCHAS/PGSF. 7 for one of the following actions:-
- a) Dissertation PASSES AS IT IS without any typographical corrections and/or minor revisions, the score should be 75 – 100%.
 - b) PASSES SUBJECT TO typographical corrections and/or minor revisions (to be reviewed within three months), the Score should be 70 – 74%.
 - c) PASSES SUBJECT TO substantial corrections and revision. The Dissertation requires major corrections and the candidate be given another Supervisor to certify that the corrections have been done as directed (to be resubmitted within 6 months), the score should be 64 – 69%.

- d) NOT ACCEPTED BUT BE RE-SUBMITTED after one or more of the following: Additional data collection; Additional analysis, Additional literature review; Re-writing, or other. The candidate be allowed to revise and re-submit his/her Dissertation for re-examination (within 9 months), the score should be 60 - 64%.
 - e) Dissertation REJECTED OUTRIGHT (Examiner shall specify reasons e.g., Plagiarism), this work shall not be graded.
- 12.5.8. All examiners shall also provide grades for the examination as per the guideline given in SFUCHAS/PGSF. 7. In case the marks provided by the internal and external examiners differ an average of the two shall be computed.
- 12.5.9. If the marks given by internal and external examiners differ at the disparity of more than 20 marks, the Dissertation shall be remarked by an independent examiner(s).
- 12.5.10. Where the examiners are not in agreement on the overall recommendations, DPGS shall examine the case and recommend one of the following actions: -
- a) The recommendation of the External Examiner be upheld after providing concrete reasons and approved by SENATE following CAC recommendation.
 - b) An additional independent examiner can be appointed.
 - c) The relevant School/Institute/Faculty be requested to establish a panel from amongst the experts available to examine the candidate orally.
- 12.5.11. Candidates, whose work was recommended for award after incorporating all the required amendments, shall submit their Dissertations through the Supervisor in six corrected hardbound copies, a softcopy of the Dissertation and an abstract in PDF format, within two months of approval of the results by SENATE. Upon submission, an error free submission form (SFUCHAS/PGSF. 8) shall be issued to DPGS by the Supervisor(s) through the Head of Department/Director of Institute/Dean of the School/Faculty.
- 12.5.12. Work rejected by examiners after one re-submission and then re-examined by the same examiners shall not be accepted at SFUCHAS, and the candidate shall be discontinued from studies.
- 12.5.13. Unless there are genuine reasons, failure of a candidate to re-submit a corrected Dissertation accompanied by an error free form within the specified period (as indicated in the examination report) after being allowed to incorporate corrections shall lead to discontinuation from studies.
- 12.5.14. In line with the subsections above, a candidate shall submit a published or publishable article of international standards.
- 12.5.15. Upon completion of Dissertation examination, a candidate shall also appear for *viva voce* as stipulated in the guidelines

12.6. PhD and Master Thesis

- 12.6.1. For research alone programs, the examination processes will include the periodic progress reports of the research.
- 12.6.2. The Thesis examination process will comprise two stages, namely:
 - a) Examination of the Thesis document, and

- b) Oral examination (*viva voce*).
- 12.6.3. To proceed to the second stage of examination (*viva voce*), the candidate must pass the first stage.
- 12.6.4. The final evaluation of the Thesis shall be PASS or FAIL since the final assessment depends on the quality of the output (Thesis), which may include, but not limited to, Thesis content, originality and ownership.
- 12.6.5. At least three months before the Thesis is submitted, the candidate shall through his/her Supervisor give a notice of intention to submit the Thesis to the DP-ARC through DPGS, using SFUCHAS/PGSF.9
- 12.6.6. The School/Institute shall also submit together with this notice to the DPGS, examination arrangements, including CV of the proposed external and internal examiners. The examiners must be a PhD holders, preferably Senior Lecturer or above. DP-ARC shall send an appointment letter to the external examiner, along with the terms and conditions for evaluation.
- 12.6.7. The candidate shall submit **FOUR** hard bound copies of Thesis for examination, accompanied by the submission form (SFUCHAS/PGSF.10)
- 12.6.8. For every Master's by research (Thesis) alone candidate, DPGS shall appoint, upon recommendation of the relevant Faculty/School/Institute Board, two examiners, one of which shall be an internal academic member of staff, other than the Supervisor and the other shall be external. For PhD Thesis, two qualified examiners, one external and one internal academic member of staff, other than the candidate's Supervisor, from a related field shall be appointed in the same manner.
- 12.6.9. The Internal examiners shall be required to submit their reports about the Dissertation within one (1) month, and external examiners within three (3) months from the date of receipt.
- 12.6.10. The appointed examiners shall be reminded to submit their reports twice; thereafter their roles shall be revoked. On such circumstances that work shall be sent to different examiners.
- 12.6.11. The examiners shall be required to submit their reports (summary and SFUCHAS/PGSF. 7) about the Thesis within a maximum period of one month for internal examiners and two months for external examiners, from the date of receipt. If reports are not received within these time periods new examiners shall be appointed.
- 12.6.12. Each examiner shall summarize their report about the Thesis and provide a definite recommendation using SFUCHAS/PGSF.7.
- 12.6.13. The evaluation report of the Thesis shall include recommendation mentioned on sub sections, above, and candidates will be allowed to sit for a *viva voce* examination if the Thesis meets the acceptable standards.
- 12.6.14. The Thesis submitted is of an acceptable standard, and that the candidate be allowed to sit for a *viva voce* examination before incorporating minor comments and typographical errors suggested by examiners.
- 12.6.15. The Thesis requires major revision (not additional data collection or analysis) and the candidate be allowed to sit for *viva voce* examination

before incorporating the substantial corrections and revisions as indicated in the report.

- 12.6.16. The Thesis be rejected but may be resubmitted for re- examination after a further period of research and or study within a maximum duration of 9 months.
- 12.6.17. The Thesis be rejected for the PhD award but may be re-submitted for consideration for a lower degree award (applicable for PhD Thesis only).
- 12.6.18. The Thesis is rejected outright.
- 12.6.19. For the candidate to proceed with another stage of examination (*viva voce*), the candidate must have positive recommendations from at least two examiners, one being external to the College. Where there is disagreement among the examiners on the overall recommendations, DPGS shall examine the case.
- 12.6.20. A Thesis recommended by examiners for re-writing and re- examination after one re-submission and re-examination, with the same examiners, will be rejected, and the candidate shall be discontinued from studies.
- 12.6.21. Candidates allowed to sit for *viva voce* will be examined to ascertain that:
 1. The Thesis presented is the original work of the candidate,
 2. The broader subject area in which the study is based is fully grasped by the candidate,
 3. The weaknesses in the Thesis (if any) can be adequately clarified by the candidate.
- 12.6.22. The *viva voce* examination panel shall comprise of not less than five and seven members for Master and PhD, respectively and shall be approved by Senate through DPGS.
- 12.6.23. DPGS shall oversee the *viva voce* examination, and Supervisor(s) shall be invited as observers. The panel members shall be PhD holders, to ensure that the candidate is examined by sufficiently qualified and experienced scholars in his/her research (or related) areas. The composition shall be as shown below:
 - a) Chairperson who shall be the Dean/Director of the School for which the candidate has registered.
 - b) Internal Examiners who have been appointed to examine the Thesis (one for Master's and one for PhD).
 - c) External Examiner or representative.
 - d) Dean of the Faculty for which the candidate is registered.
 - e) Head of the Department for which the candidate is registered.
 - f) Appointee of the Head of Department where the candidate is registered (for PhD only – two / three).
- 12.6.24. If the panellist who appears by virtue of his/her position as the Supervisor has declared conflict of interest with the candidate or the work, another person with the same position in close or related field shall be appointed instead.
- 12.6.25. The *viva voce* shall be an open forum but only panellists shall have the right/power to examine the candidate and vote.

- 12.6.26. The *viva voce* panellists shall be provided with copies of the candidate's Thesis and the full texts of examiners reports at least two weeks before the date of the oral examination. Candidates shall not be allowed to get access to examiners Thesis reports before *viva voce* examination.
- 12.6.27. The *Viva Voce* panellists shall, as far as possible work towards arriving at a unanimous decision on the candidate's overall results. Where the panellists are unable to reach unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision.
- 12.6.28. The degree (PhD/Master's) can be awarded to the candidate without any corrections and/or revisions in the Thesis as detailed in the *viva voce* proceedings and in the Thesis by examiners.
- 12.6.29. The degree (PhD/Master's) can be awarded to the candidate subject to making minor corrections and revisions (within three months) in the Thesis as detailed in the *viva voce* proceedings and in the Thesis by examiners.
- 12.6.30. The degree (PhD/Master's) can be awarded to the candidate subject to making substantial corrections and revisions (within six months) in the Thesis as detailed in the *viva voce* proceedings and in the Thesis by examiners.
- 12.6.31. Candidate fails outright (reasons detailed in *viva voce* proceedings)
- 12.6.32. The chairperson of the *viva voce* panel shall submit to DPGS the recommendation of the panel and a comprehensive report (proceedings) detailing all the questions addressed to the candidate and the answers given to those questions.
- 12.6.33. The candidates shall be required to submit the Thesis in FOUR corrected hardbound copies and other relevant materials to the DPGS as it will be stipulated in the *viva voce* examination proceedings. Normally this is done after approval of the results by Senate or the Chairperson of the Senate on behalf.
- 12.6.34. Upon submission, an error free submission form (SFUCHAS/PGSF. 8) will be issued to DPGS by the Supervisor(s) through the Head of Department/Director of Institute/Dean of the School/Faculty. Failure to submit the corrected copies within the maximum period stipulated in the *viva voce* proceedings, without compelling reasons, will lead to discontinuation from studies.
- 12.6.35. The final decision on the award of the PhD degree shall be made by the Senate upon recommendations of the respective committees through DPGS.
- 12.6.36. The College Library shall receive hard and soft copies from the DPGS for placement in the repository,

12.7. PhD Dissertation

- 12.7.1. Examination of the PhD Dissertation complies with both the Master Dissertation and Thesis evaluation features, and the PhD Dissertation has the grading system evaluation as Master Dissertation and the oral examination

(*viva voce*) as the Thesis. From the Dissertation, the candidate shall publish a journal article from the research findings prior to the award.

- 12.7.2. Upon submission, two examiners of whom one shall be external to the College shall examine the PhD work.
- 12.7.3. The PhD Dissertation shall be graded and recommended using SFUCHAS/PGSF.12
- 12.7.4. The internal examiner shall be required to submit their reports on the Dissertation within a maximum period of one month, and external examiners within a maximum of two months from the date of receipt.
- 12.7.5. Examination procedures for PhD Dissertation shall be in accord to the procedures described in section 9 above.

12.8. Publication Submission and Evaluation

- 12.8.1. All publications meant for postgraduate requirements shall follow the approved criteria for publication laid down by the SFUCHAS.
- 12.8.2. The publication or manuscript shall be related to the area or subject of the research/Dissertation/Thesis under examination and prepared within the study period.
- 12.8.3. The accepted manuscript shall be supported by the acceptance letter from the journal editor.
- 12.8.4. The publication/manuscript shall be evaluated by two anonymous external examiners who are specialists in the area.
- 12.8.5. The examiners shall evaluate and grade the publication/manuscript in accordance with criteria prescribed in the SFUCHAS Guidelines. The examination report shall also contain a detailed recommendation for one of the following actions.
 - a) The work shows outstanding originality
 - b) The candidate's contribution to knowledge has been substantial.
 - c) The format of presentation of the candidate's work is acceptable
- 12.8.6. The examiners shall be required to submit their detailed reports on the work within a period of one month from the date of receipt. If the reports are not received within one and half months, new examiners shall be appointed
- 12.8.7. The examiners may recommend the candidate to appear for a *viva voce* examination

12.9. Sandwich Degree Programs

- 12.9.1. The students registered with universities with whom SFUCHAS maintains active academic collaboration link in postgraduate training, shall have opportunities to conduct part of their coursework/Dissertation/theses at SFUCHAS as occasional or short-term students, depending on the period they would like to stay at SFUCHAS.

12.9.2. Admission into a sandwich program shall be lodged at least six months prior to the commencement of the program

12.9.3. The application shall be addressed to the Senate through DPGS and the Department which hosts the program and shall indicate the duration which the applicant would like to spend at SFUCHAS. The application letter must be accompanied by the following documents:

- a) Applicant's full curriculum vitae.
- b) A concise statement of the proposed project, including objectives, description of problem area, methodology, expected outputs, the period of research and places in Tanzania where the work will be carried out.
- c) Confirmation of availability of financial support to cover travel, fees, research funds and upkeep allowances, and/or any other material support for the intended research.
- d) Names of two referees qualified in the field of research which the applicant wishes to undertake Name of contact person in the department of intended study at SFUCHAS.

12.9.4. Students admitted under the Sandwich studentship shall, prior to commencement of their academic program/research, be required to:

- a) Register and pay the due fees of one semester for a period below six months of research and full academic year fees for the period beyond six months
- b) Obtain Ethical Clearance, if necessary, from their countries and Research Clearance from the relevant Authority in Tanzania eg (NIMR, COSTECH, etc).
- c) If a student admitted under the Sandwich program wishes to extend his/her stay in Tanzania, he/she may apply for renewal of studentship at least two months before the expiry of their initial registration period.
- d) The renewal letter, stating justification for continuation of the registration must be sent to the Senate through DPGS and CAC.
- e) Honorarium, at a rate prescribed from time to time by the SENATE, shall be paid to a member of staff supervising a candidate under the Sandwich at an approved rate.

13. Double Degree & Joint Degree Program (DP & JDP)

13.1. A Joint degree shall be understood as a degree program offered in collaboration between at least two autonomous degree-granting institutions whereby the duration of the program is jointly supervised, and time apportioned between the collaborating institutions. At the completion of the program the candidate is awarded a single degree certificate issued by all the offering institutions.

13.2. The joint degree program shall operate under a prior agreed Memorandum of Understanding/Protocol/Agreement between the participating institutions

- 13.3. A candidate under the joint degree program shall be jointly supervised and spend at least 30% of the entire duration of the program at each participating institution.
- 13.4. The candidate must register at each participating Institution by meeting all admission requirements for the degree in the respective institutions. A specific program, providing details of the program and specifying the cluster of subjects that a candidate is allowed to take in the combination of degrees shall be developed and approved by each participating Institution's Authority.
- 13.5. Program fee and payment thereof shall be in accordance with terms and conditions of the cooperative agreement or consistently apportioned to the duration spent in the participating Institution.
- 13.6. A special desk shall be established under the DPGS to manage joint programs in collaboration with the respective program-hosting Departments.
- 13.7. The Degree Certificate awarded to a joint degree candidate shall bear the format (content, style, logos) agreed upon by participating institutions and shall be duly signed by the statutory Organs of the partner Universities. Any dispute arising between the institutions participating in the JDP on any matter shall be resolved amicably by the participating institutions through their appropriate offices. In the event the dispute remains unresolved, it shall be referred by either party to a mediator appointed and agreed upon by both parties. In any case, the candidate shall not be affected by such dispute.
- 13.8. Intellectual Property Rights for JDPs. In the absence of any agreement to the contrary, all research findings and innovations made during JDP studentship shall be jointly owned by the SFUCHAS and the partner institutions and shall be protected under the Berne Convention, World Intellectual Property Organization, the Copyright Act 1999 and other international and national enactments on intellectual property. (Refer to SFUCHAS Intellectual Property Rights Policy).

14. Occasional Students

- 14.1. The entry qualifications shall be as those prescribed for regular students.
- 14.2. The application for Occasional Studentship must be supported by at least two referees, one of which must be an academic member of staff, who is well acquainted with university teaching and research.
- 14.3. The admission of an Occasional Student will take into consideration not only the academic qualifications of the applicant, but also the availability of a local Supervisor in the Department where the applicant intends to undertake studies.
- 14.4. While Occasional Students are not obliged to sit for the end of semester examinations, they are encouraged to do so and they may be allowed to take various courses by audit.
- 14.5. Occasional Students shall pay their fees pro rata, in accordance with the prescribed fees for regular postgraduate students.

14.6. Occasional Students may register for some undergraduate courses.

15. Short-Term Students

- 15.1. The admission qualifications shall be as those prescribed for regular postgraduate students.
- 15.2. Short-term students are expected to enrol in their courses for credit. Hence, they shall be required to appear for end of semester examinations.
- 15.3. Short-term postgraduate students taking courses on credit will be governed by the general regulations applicable to other postgraduate courses.
- 15.4. Short-term students may register for undergraduate courses, in which case relevant undergraduate regulations shall apply.
- 15.5. Short-term students may enrol for training by research alone, in which case they will be assigned Supervisors to guide them.
- 15.6. Short-term students who attain the grade of B or higher in their prescribed postgraduate courses, may be allowed to change their status to a Master degree (in exceptional circumstances to a PhD degree) course.
- 15.7. Short-term students shall pay their fees in accordance with what is prescribed for the regular postgraduate students
- 15.8. Students from SFUCHAS may register as short-term students in other universities and taken courses, on credit, will be governed by the institutional regulations and the obtained credits can be transferred to SFUCHAS. The maximum number of credits to be transferred to SFUCHAS will be decided upon by the School/Institute/Faculty where the candidate belongs.

16. Regulations for Honorary Degree Award

SFUCHAS may from time to time confer honorary awards to individuals, after every three years. This clause is applicable only if there will be an outstanding candidate to be awarded.

16.1. Definitions

- a) A honorary degree of SFUCHAS is the degree of doctor *honoris causa*.
- b) The degree of *honoris causa* is conferred upon any person who in the opinion of Senate has rendered distinguished services in the advancement of any branch of learning or has otherwise rendered himself worthy of such a degree.

16.2. Nomination of candidates for the Award

- a) A proposal to award an honorary degree may be made by a member of the Council or a member of the Senate and shall be communicated in writing to the Principal.
- b) Every such proposal shall be accompanied by a statement setting forth the honorary degree recommended and the detailed grounds on which the recommendation is based. Serving members of the academic staff of the College shall not be proposed, however, a former member of staff who has served the College can be recommended if he/she has made substantial contribution worthy to be honoured.

16.3. Procedures for the Award of Honorary Degree

- a) Upon receiving a proposal for the award on an honorary degree, the Principal shall refer such the proposal to DPGS through the DP-ARC for consideration.
- b) The DPGS shall study all facts submitted and based on a confirmation by two thirds secret ballot majority of all members of the Committee the award can be given..
- c) Any recommendation made by the Committee for the conferring of an honorary degree shall be dealt with in the following manner: -
 - (i) The recommendation shall be made separately to the Council and to the SENATE. After consideration of all the facts, members of the Council and the SENATE shall vote independently by secret ballot.
 - (ii) An affirmative two thirds majority of the members in both Council and Senate shall be required for a decision to recommend for award of an honorary degree.
 - (iii) The results of the ballot shall be announced immediately in the same meetings of the Council and the SENATE. If the two thirds majority is not achieved at SENATE, the name of the candidate will be dropped.
 - (iv) The DP-ARC shall serve as the Returning Officer of Council and SENATE.
 - (v) The Chancellor's approval shall be required before conferring an honorary degree.
 - (vi) The Principal shall nominate a distinguished University Academician to serve as the University Orator for every honorary degree graduation.
 - (vii) An honorary degree shall, as a rule, be conferred only in the presence of the recipient.

17. Deployment of Postgraduate Students in Teaching

17.1 Unless otherwise stated, the application of these regulations shall only extend to full-time doctoral students registered at the College and engaged in teaching or providing technical assistance in undergraduate courses.

17.2 Unless clearly provided for in the conditions of their scholarship, or otherwise directed by the DP-ARC, PhD students shall generally be under no obligation to teach.

18. Procedures to select postgraduate students for teaching

18.1.1. Heads of Departments shall advertise available positions for postgraduate students, in conspicuous places accessible to all postgraduate students, three weeks before the commencement of the semester in which the course is to be taught, or technical assistance required.

18.1.2. Each postgraduate student desirous of being engaged in teaching or provision of technical assistance shall be required to apply for the post through his/her respective Head of Department clearly stating the course to be engaged in.

- 18.1.3. The teaching or technical assistance positions and opportunities advertised shall indicate clearly courses or modules, hours involved in terms of preparation, delivery, assessment and training that will be required for the teaching role or provision of technical assistance.
- 18.1.4. To ensure that teaching standards are maintained, the selection process carried out at the Department shall include an assessment against qualifications to ensure that students have the necessary qualifications, skills and experience for the teaching or technical assistance activities allocated.
- 18.1.5. Departments shall draw up a matrix of teaching or technical assistant's activities and allocate these to students who have been selected. Selected students will be provided, in writing, with the teaching matrix which confirms details of the teaching or technical assistance activities allocated and a breakdown of the agreed hours of engagement.

18.2. Responsibilities of Teaching Assistants

- 18.2.1. Responsibilities for postgraduate students engaged in teaching shall abide to and will be bound with the applicable College policies and procedures. The engagement of postgraduate students as teaching or technical assistants shall not extend to designing course outlines or curriculum, which shall be solely reserved for academic staff. Postgraduate students shall also not be assigned coordination of courses in the Departments.
- 18.2.2. Postgraduate students deployed as teaching or technical assistants shall, under the supervision of a senior member of academic staff at the Department, be engaged in conducting tutorials, seminars, studios, invigilating tests and examinations, and marking tests and examinations.
- 18.2.3. Postgraduate students may be deployed in assisting students in recitation and setting laboratory equipment or discussion sessions or grading assignments in laboratories. They may also be used in collecting laboratory and research samples from the field. The Director/Associate Director/Dean/Associate Dean, in consultation with the relevant Head of Department, shall be responsible for initiating and overseeing the training and the deployment of postgraduate students as teaching or technical assistants at the Departments.

18.3. Hours of Work

Departments engaging postgraduate students in teaching or technical services shall ensure that such assistants have some restrictions on the number of hours that may be spent on teaching or technical activities provided that the maximum number of hours an assistant shall be engaged in work per week shall not exceed 20.

18.4. Remuneration

Payment to postgraduate students engaged in teaching or provision of technical services shall be in accordance with the terms and conditions of the Scholarship. Departments may provide some payment as agreed, in writing, between the Head of

the Department and the student and approved by the Director/Associate Director, Dean/Associate Dean and DP-ARC. The College may waive fees or any portion of monies due to the institution to postgraduate students who have been deployed in teaching or providing technical assistance in accordance with these Guidelines.

19 Guidelines of Postgraduate Documents Writing

19.1. Introduction

These guidelines are intended to help students and academicians to prepare a research proposal, paper/manuscript and a full Dissertation or Thesis report. The guidelines apply to all postgraduate students at SFUCHAS. Students and Supervisors of studies shall adhere to the guidelines and criteria approved by SENATE as described in this handbook

19.1. Master Level Research

The student at Master level builds on the basic knowledge gained at Bachelor's level to be able to present the results of research in a scholarly manner. A candidate at Master level is expected to make a limited but useful contribution to the body of knowledge. The study is part of the research efforts of the College and must contribute to a particular area of research under the guidance of the Supervisor.

19.2. Doctoral Level Research

- a) Research at doctoral level assumes a candidate is well grounded in research skills. Therefore, a Supervisor shall recognize, encourage, and expect a doctoral candidate to make a distinct and original contribution to the field of knowledge.
- b) The doctoral student shall demonstrate a deep and broad knowledge of his/her chosen field, and display evidence of a high level of critical thought and practice.
- c) Staff members undertaking research studies to obtain qualifications shall be contributing to the research effort of the College work with colleague staff in building a sound research focus at SFUCHAS in their area of study, regardless of where they are registered, or where their studies are being conducted.

19.3. Composition of various documents

The proposal shall be comprehensive and shall not exceed 21 pages in length, typed in 12-point font Palatino Linotype, double-spaced as stipulated below:

19.3.1. Concept note

Applicants who wish to apply for admission into research only programs shall be required to prepare a concept note and submit it together with their application as an attachment. The concept paper shall contain a 3-to-5-page summary of the outline of the proposed research, with a double-spaced format (including references). This paper shall be agreed upon between the student, the intended Supervisors and collaborators, if applicable.

The concept note shall contain the following sections:

- a) Project title: reflecting the scope and content of the study in not more than 21 words.
- b) Proposed Supervisors and collaborators.
- c) Abstract
- d) Background/introduction, literature review: giving the rationale of the study and stating the problem.
- e) Aims and objectives: stating the relevance of the aim of the research and specific objectives.
- f) Significance: stating the relevance of the study in terms of academic contributions and practical use that might be made of the findings.
- g) Materials and Methods: stating study area, design, data collection tools & procedures, data management and analysis.
- h) Ethical considerations: Ethical clearance, permission for conducting the study from relevant authorities
- i) Confidentiality
- j) References (Vancouver style)
- k) Timetable / Timeframe
- l) Budget

19.3.2. Research Project Proposal

A candidate wishing to pursue a PhD must develop a research proposal on the area of interest. The proposal must have the following sub-headings:

- a) Project title: A maximum of 21 words
- b) Name of the author
- c) Names of the Supervisors and collaborators (if any)
- d) Abstract: Background, Objective, Methods, Budget and Time frame)
- e) Introduction / Background information
- f) Statement of the Problem
- g) Conceptual / Theoretical Framework
- h) Main research questions / hypotheses
- i) Main objective and specific objectives (to become sub-studies of research papers)
- j) Study justification (end users of the findings, what will the findings contribute)
- k) Literature review: Structured as per research questions / objectives, expounding the Introduction / Background
- l) Materials and methods.
 - (i) Study setting / Study area
 - (ii) Study design
 - (iii) Study population
 - (iv) Sample size
 - (v) Sampling Strategy
 - (vi) Data collection techniques
 - (vii) Pre-testing/piloting of tools
 - (viii) Variables

- (ix) Data management: How accuracy reliability of the data you collect will be ensured
- m) Data analysis: How the data at univariate level, comparisons at bivariate & multivariate levels will be summarized.
- n) Methodological considerations
 - (i) Study limitations and mitigations: Indicating how limitation provided will be controlled at the data collection or analytical phase
 - (ii) Trustworthiness (qualitative):
 - (iii) Work plan/Gantt chart
- o) Ethical Issues
 - (i) Ethical clearance
 - (ii) Permission for conducting study from relevant authorities:
 - (iii) Consent process
 - (iv) Confidentiality
- a) References (*Vancouver, APA and Harvard style*)
- b) Page numbers should be not exceed 25

19.4. PhD Thesis and Master's Dissertation

19.4.1. Structure of the Thesis / Dissertation

The Dissertation or Thesis at SFUCHAS shall be written on size A4 paper using clearly readable fonts (*Times New Roman 12pt*) with 1.5 spaced. There shall be a 1½" (4.0cm) margins on top and bottom, 1" (2.54cm) margin spacing on the left margins (to give space for binding) and 1" (2.5cm) space on the right margin. Printed both on sides, page numbers from introduction should be bottom centre. Generally a well-organized Thesis shall have the following structure:

- a) **Preliminary pages**
 - (i) Title of the study
 - (ii) Author's name
 - (iii) Thesis / Dissertation submitted in partial fulfilment for the award of Master's Degree / Doctor of Philosophy (PhD) degree of St. Augustine University of Tanzania.
 - (iv) Name of department and University.
 - (v) Date of submission (Month and Date)
 - (vi) Name(s) of Supervisor (s)
- b) A copyright page – A copyright statement (e.g., © [Year] by [Author])
- c) Declaration page; with declaration by the author and Supervisors that the work presented is original and has not been presented for any other degree in any university.
- d) An (extended) abstract of the entire Thesis work (including submitted papers). The maximum number of words for the extended abstract will be 500 – 1000 and 1500 – 2500 for the Master and PhD degree programmes.
- e) Table of contents – Lists chapters and major sections with page number.
- f) List of Figures / List of Tables.
- g) Acknowledgements (optional) – personal or professional acknowledgement

- h) Dedication (optional)
- i) Main body
 - (i) Chapter 1: Introduction
The introduction part of the document will highlight the background and context, problem statement, Research question / hypothesis, study objectives, its rationale and Thesis structure.
 - (ii) Chapter 2: Literature review
This will include critical review of previous research, theoretical framework and identification of the research gaps.
 - (iii) Chapter 3: Methodology
This will include Research design, Study setting and population, sampling procedures, data collection methods, Ethical consideration and data analysis techniques
 - (iv) Chapter 4: Results
This will be the presentation of findings (Tables / figures), Description and inferential statistics if applicable.
 - (v) Chapter 5: Discussion
This will be the Interpretation of findings, comparison with previous studies, implications and strengths and limitations.
 - (vi) Chapter 6: Conclusion and Recommendations
This presents the summary of findings, Policy / practical recommendations and suggestions for future research.
- j) **End matter**
 - (i) References – SFUCHAS recommends the use of Vancouver / APA and Harvard citation styles.
 - (ii) Appendices – Supplementary data, tools, questionnaires, ethical approvals and others

NB: The Maximum number of pages shall be 80 - 100 and 150 – 250 for the Master and PhD Degrees

19.4.2. Thesis by Publication

General specifications on the standard of writing and layout of the PhD Thesis by publication at SFUCHAS:

- a) The PhD Thesis shall consist of published materials
- b) It shall be submitted in the form of a comprehensive summary and discussion of findings of all individual studies bound alongside with the original articles published in peer-reviewed scientific journals and manuscripts as appendices.
- c) At least three (3) articles shall be included in the Dissertation must be, published in peer-reviewed international scientific journals at the time of the PhD Thesis defence. Two manuscript format.
- d) With regard to item 3 above the three (3) articles shall not have been published before registration.
- e) The PhD candidate shall be the first author of all the articles to be included in the Thesis.

- f) It is expected that the candidate will play a great role in the design, carrying out the research work, analysis of data and writing of the papers. Co-authored papers shall be accompanied by signed declaration of all the authors of the contribution by the candidate.
- g) The published material must have not been used for an award of another degree.
- h) The body of the Thesis shall comprise of the following sections:
 - (i) Preliminary pages
 - (a) Title of the study (including subtitle)
 - (b) Author's name
 - (c) Thesis submitted in partial fulfilment for the award of Doctor of Philosophy (PhD) degree of St. Augustine University of Tanzania
 - (d) Name of department and University
 - (e) Date of submission (Month and Date)
 - (f) Name(s) of Supervisor (s)
 - (ii) A copyright page – A copyright statement (e.g., © [Year] by [Author])
 - (iii) Declaration page; with declaration by the author and Supervisors that the work presented is original and has not been presented for any other degree in any university.
 - (iv) An (extended) abstract of the entire Thesis work (including submitted papers). The maximum number of words for the extended abstract will be 500 – 1000 and 1500 – 2500 for the Master and PhD degree programmes.
 - (v) Table of contents.
 - (vi) List of Figures / List of Tables
 - (vii) Acknowledgements (optional).
 - (viii) Dedication (optional)
 - (ix) Main body
 - (a) Chapter 1: Introduction
The introduction part of the document will highlights the background and context, problem statement, Research question / hypothesis, study objectives, its rationale and Thesis structure.
 - (b) Chapter 2: Literature review
This will include critical review of previous research, theoretical framework and identification of the research gaps.
 - (c) Chapter 3: Methodology
This will include Research design, Study setting and population, sampling procedures, data collection methods, Ethical consideration and data analysis techniques
 - (d) Chapter 4: Results
This will be the presentation of findings (Tables / figures), Description and inferential statistics if applicable.
 - (e) Chapter 5: Discussion

This will be the Interpretation of findings, comparison with previous studies, implications and strengths and limitations.

(f) Chapter 6: Conclusion and Recommendations

This presents the summary of findings, Policy / practical recommendations and suggestions for future research.

i) End matter

(i) References – SFUCHAS recommends the use of Vancouver / APA and Harvard citation styles.

(ii) Appendices – Supplementary data, tools, questionnaires, ethical approvals and others

NB: The Maximum number of pages shall be 80 - 100 and 150 – 250 for the Master and PhD Degrees

19.5. Progress reports

It is important that the candidate and Supervisors report regularly on the progress of the research work, and any problems encountered, or if there any changes of the original plan of work.

- a) The candidate and the Supervisors shall provide a progress report every six (6) months.
- b) They shall fill the appropriate progress report Forms available at DPGS
- c) The report shall be submitted to the Head of Department who will then forward it to the respective Dean of the School/Faculty and ultimately to the Director of Graduate Studies.

19.6. PhD Academic activities

In order to impart competence and high-quality knowledge, PhD students will be required to:

- a) Present a minimum of six (6) seminars in the course of the 36 months of study
- b) Attend course on Research Methodology/Epidemiology and Biostatistics for a minimum of 35 hours, in case PhD candidates has no proof to undertook such courses
- c) Attend at least TWO national conferences and present his/her work
- d) Wherever possible to attend at least one international conference and present her /his work
- e) Attend all workshops/conferences organized in the Department /Faculty/University College.
- f) This part will contribute 40 credits out of 540 credits required for the candidate to be awarded a PhD

19.7. PhD examination process

SFUCHAS aims at producing PhD graduates with high standards, able to compete locally and internationally for positions and research grants. The PhD students at SFUCHAS shall, therefore, perform research of high quality, acquire ample theoretical knowledge of their research field, and be able to present, explain and defend their achievements accordingly.

The examination shall be divided into two parts;

- a) Examination by academic staff, appointed by the DPGS and approved by CAC. In every seminar a discussant will be appointed, who shall read and discuss the Thesis / manuscript / article during the presentation, and
- b) An open *viva voce* examination at which the candidate presents and defends/discusses his/her research work. The PhD defence shall be made public except in restricted the research title.

19.8. Thesis submission

When the candidate and Supervisors are satisfied with the progress of the Thesis and are ready to submit the Thesis for evaluation, the candidate must notify the respective School / Faculty and DPGS of intention to submit the Thesis for evaluation at least two (2) months prior to submission to give time for the DPGS to nominate examiners.

- a) The Supervisors will have to declare and sign that they are satisfied with the standard of the Thesis to be submitted for assessment and evaluation by the examiners
- b) The candidate will then submit the Thesis / manuscript in “Partial fulfilment of the requirement for the degree of Doctor of Philosophy (PhD) of St. Augustine University of Tanzania”
- c) Following respective agreement of the supervisors and the candidates at the department level, Candidates shall submit Thesis / Dissertation for examination online at least three months before appearing for the defence.
- d) The Thesis will be examined by both external and internal examiners who will have to have filled the respective forms.
- e) If the external examiner is satisfied by the standard of the Thesis, the candidate will have to appear for the oral defence (*viva voce*) at a panel of examiners as recommended by the Faculty / School.
- f) Examiners shall be expert in the field of the respective Thesis.
- g) The appointed examiners shall have track record of supervising and examining PhD theses. In case there are no SFUCHAS experts to serve as internal examiners, the department shall recommend internal examiners from outside the University.

19.9. Viva Voce

19.9.1. Conduction of the viva voce

In addition to writing and submission of an evaluated Thesis, the PhD candidate shall appear for a *viva voce* examination:

- a) The examination shall take place only after DPGS and CAC are satisfied that the Thesis submitted by the candidate is considered by the examiners to be of acceptable standard.
- b) The questions in the *viva voce* examination shall primarily focus on the candidate's Thesis research area. Questions from peripheral areas are encouraged, if they help to establish the candidate's level of academic maturity in the Thesis subject area.

- c) The appointed members of viva voce panel shall be selected to ensure that the candidate is examined by sufficiently qualified and experienced scholars in the research or related area.
- d) The viva voce examination shall comprise at least eight (8) examiners appointed by the CAC upon recommendation of the respective School / Faculty/ Institute Board and DPGS.
- e) Panellists unable to be present at the viva voce examination, shall submit their oral examination questions to the relevant academic unit handling postgraduate studies. Where possible a nominated internal examiner can appoint a representative to the viva voce.
- f) The viva voce panellists shall be provided with full texts of the Thesis examiners' reports, and copies of the candidate's Thesis, at least two weeks before the date of the oral examination.

19.9.2. The composition of the viva voce panel

The composition of the viva voce panel shall be as follows:

- a) Chairperson, with voting power.
- b) Two external examiners who examined the Thesis or their representatives.
- c) Internal Examiner who examined the Thesis.
- d) A second internal or external examiner or a representative, where applicable, who may or may not have supervised the candidate, but who also examined the Thesis.
- e) Appointee of the Dean of Faculty / School where the candidate is registered.
- f) Appointee of the Head of Department where the candidate is registered.
- g) Any other qualified co-opted members, at most two (2) invited by the relevant Faculty/School, and approved by Chairperson of the College Academic Committee.

19.9.2.1. The Chairperson

The Chairperson of the viva voce panel, who shall be a specialist in the candidate's Thesis area, shall be a senior academician preferably a person who has already attained the level of a professor, and shall be appointed by the CAC Chairperson, upon the recommendation of the relevant Faculty/Institute Board.

19.9.2.2. The function of the viva voce panel

The function of the viva voce shall be to:

- a) Ascertain that the Thesis data, methodology, analysis and findings are the original work of the candidate;
- b) The broader subject area in which the study is based is fully grasped and any weakness in the Thesis can be adequately clarified by the candidate
- c) Make a definite recommendation to the relevant academic unit handling postgraduate studies and Senate whether the candidate has passed or failed.
- d) Make every effort to reach a unanimous decision regarding the candidate's performance in accordance with the regulations. If the panel cannot unanimously agree on whether the candidate has passed or failed, a vote shall

be conducted to determine the outcome. A majority vote in favour of passing will be necessary for the candidate to pass the viva voce examination.

19.9.2.3. At the end of the viva voce examination:

- a) The panel members shall sign a special viva voce Examinations Result Form giving a specific recommendation to the DPGS on the candidate's performance.
- b) The Chairperson of the panel shall also submit to DPGS a comprehensive report approved by the oral panellists, detailing all the questions addressed to the candidate and the responses to those questions.
- c) Each panellist in the viva voce examination shall receive an honorarium at the rate approved by the SFUCHAS.
- d) Where there is disagreement between the recommendations of the Thesis examiners and those of the viva voce panellists, DPGS shall carefully study the case and recommend to Senate one of the following for action:
 - (i) The candidate revises and re-submits the Thesis and subsequently re-appears for a further oral examination, within a specified period, but not exceeding 12 months from the date of the decision by Senate, or
 - (ii) The candidate may be pronounced to have failed outright.

19.9.2.4. The duration of the viva voce examination

The duration of the viva voce examination shall normally not exceed three (3) hours.

- a) Maximum of 45 minutes of oral presentation by the candidate about his/her work in a Power - Point format, or other. It shall be brief and cover the main areas of the work (*Introduction, Justification for the study, Main Objectives, Materials and Methodology, Findings and any new contribution to scientific knowledge, Discussions, Conclusions and Recommendations for future studies*).
- b) Maximum of 15 minutes for short break.
- c) Maximum of 90 minutes of questions and answers.
- d) Maximum of 15 minutes of deliberations

The Senate shall make the final decision on the PhD degree award to the candidate, as per recommendation of DPGS through CAC. In addition, any subsequent publications from a Thesis submitted for the PhD degree must contain a declaration statement that the work is based on a Thesis submitted to the awarding institution.

19.9.4. Ownership of Intellectual Property

- a) Students shall own the copyright in scholarly work, subject to a royalty-free license, to SFUCHAS to reproduce and publish for academic purpose.
- b) Students are duty-bound to assign to SFUCHAS intellectual assets created in the course of the students' research activity, or while being supervised by a SFUCHAS staff member.
- c) Intellectual property created by students in the course of, or pursuant to, a sponsored research or other agreement with a third party shall initially belong to the College and ownership will be then determined in accordance with terms of the agreement concluded with the third party.

19.10. Regulations for Supervising PhD Candidates

- a) Every candidate who undertakes PhD studies is assigned a main Supervisor and one or more co-Supervisor(s) who are specialists in the field of study. However, the student-Supervisor contract is often determined during the preliminary discussion period. This agreement can then later be formalized in the registration process.
- b) The student is often dependent on his/ her Supervisor(s), for success in the research project. The Supervisor on the other hand will gain great benefit from a competent and efficient student, who represents an important driving force in the research work.
- c) For all to benefit it is, therefore, recommended that the student and Supervisor give each other a trial period, to obtain knowledge concerning how they will work together and if the expectations can be fulfilled by both parties. Nevertheless, the authority for the appointment of Supervisors rests with the SAUT Senate, through the CAC.
- d) The Supervisor(s) may be changed with the permission of DPGS.

19.11. General Duties and Responsibilities of Supervisors

- 19.11.1. The Supervisor is the College agent in ensuring that a higher degree candidate maintains satisfactory progress, the candidate receives adequate advice and encouragement on the coursework and Thesis / Dissertation, and the work being done on the Thesis / Dissertation is reviewed critically on a continuous basis.
- 19.11.2. From the College's point of view, a positive attitude and relationship between the Supervisor and the candidate is essential in order to identify problems early enough to avoid unnecessary frustrations for the candidate. This is important to ensure that the candidate completes his / her studies successfully.
- 19.11.3. Since the Supervisor is the agent of SFUCHAS in ensuring that the student's work attains a satisfactory standard, he / she has the duty to acquaint himself / herself with all the Colleges Higher Degree Regulations. The Supervisor has the responsibility to know his / her student, and to be familiar with problems he / she encounter.
- 19.11.4. The Supervisor shall know and make a distinction when supervising PhD candidates from other degree programs
- 19.11.5. The Master Program is designed primarily as a training course through which the candidate will: -
 - a) Acquire new knowledge, skills and techniques.
 - b) Be exposed to the fundamentals of research.
 - c) Learn how to present the results of research in a scholarly manner.
 - d) Make important contribution to knowledge, even though it may not be very original.
 - e) Given that Master's candidate lacks previous research experience, the candidate requires close and careful supervision at all times, but more so during the early stages, when learning research techniques and presentation of the results of research in a scholarly manner.

19.11.6. The PhD in contrast, is recognition of successful postgraduate research experience. Here the Supervisor shall recognize that the candidate had already acquired some training experience in research. What is expected of the PhD candidate is thus much more than that of the Master candidate. Here the Supervisor expects the PhD candidate to: -

- a) Make a distinct contribution to new knowledge of facts and /or theory.
- b) Produce considerably more original work than required for the Master's program.
- c) Manifest greater depth and breadth in his/ her review of the relevant literature than is the case for the Master candidate.
- d) Be more critical in his/her analysis of the data collected.
- e) Exercise more initiative in his/her research than the Master degree candidate.
- f) After the first or second year, the PhD candidate shall be able to work independently and to be guided rather than directed by his/her Supervisor. Nonetheless it is still is the responsibility of the Supervisor to guide the candidate in the right direction.

19.11.7. The Supervisor has the responsibility of assisting the higher degree candidate in the formulation of an appropriate higher degree research project and to ensure that the candidate presents seminars as required.

19.11.8. The Supervisor has the responsibility to focus ahead and to see potential limitations of the research before the candidate continues with the research work. The Supervisor shall be capable of seeing, through previous research experience, whether or not the candidate will get meaningful data within the three years of research, for instance whether or not the proposed research problem is a long term one which does not fit as a higher degree research topic, etc. Supervisors must have this kind of insight in order to mitigate the problem of students "wasted effort"

19.11.9. The Supervisor has responsibility to monitor the candidate's progress throughout the research period. There are various methods through which he/ she can be in close touch with the student's research progress, for example:

- a) Demanding the student to submit periodic reports about his/her research findings. The reports may well constitute drafts of the final Dissertation/Thesis. In reviewing them the Supervisor shall take the opportunity to advice the candidate on matters of the presentation and if necessary, to give suggestions where modifications are required. The Supervisor shall also have the responsibility to ensure that student submit to the DPGS progress report every six months.
- b) The Supervisor shall use that reports as a basis for writing his own report to DPGS on the candidate's research progress and the basis for recommending the upgrading of the candidate's registration from the Master to PhD program, or, if need be, recommending the candidate to discontinue from studies.
- c) Regular consultation between the candidate and the Supervisor to discuss the research work is advised. Frequent consultations help to make the

Supervisor aware of new problems in the student's research since the previous report and to suggest remedial measures timely.

- d) Organizing seminar presentations by the candidates. Seminar presentations by the candidate to the relevant Department/Panel about the candidate's research work gives him/her the opportunity to think more critically about the research work, and it is a unique opportunity of being criticized by others.

19.11.10. The Supervisor also has the responsibility to ensure that the candidate has given an appropriate title to his/her work at the end of the Dissertation/Thesis research and when submitting a notice to submit for examination.

19.11.11. The Supervisor also has the important responsibility of guiding the candidate in his/her Thesis/Dissertation writing. Here it shall be emphasized that although the writing of the Thesis/Dissertation is entirely the responsibility of the candidate, it is the Supervisor's responsibility to ensure that the student submits a Thesis of a standard, which is acceptable for the degree for which it is intended. In order to avoid unnecessary embarrassment to the candidate, the Supervisor and the College due to rejected theses, the following measures are suggested: -

- a) The Supervisor shall show interest and enthusiasm in the candidate's research works, and shall have a positive and friendly relationship with the candidate.
- b) The Supervisor shall discuss the Dissertation/Thesis drafts with the candidate all along. In order to save the student's time, the Supervisor shall undertake to meet the candidate and to discuss his/her Dissertation/Thesis draft within two weeks of receiving the manuscript.
- c) The Supervisor shall read the candidate's the drafts carefully and critically, giving constructive suggestions on how and where the Dissertation/Thesis could be improved.
- d) The Supervisor shall advise the candidate on what details shall be placed in the main body of the Dissertation/Thesis, what shall better be in appendices, what shall better be expressed by illustrations, how to write the Bibliography etc..
- e) In the end, the Supervisor shall read the entire final draft and satisfy himself/herself that the Dissertation/Thesis is ready for examination.

19.11.12. The Supervisor also has the responsibility of recommending to the Head of the Department/Faculty/Institute, potential External Examiners for the candidates' Dissertation/Thesis.

19.11.13. The Supervisor also assumes the responsibility of guiding the candidate in the revision of the Dissertation/Thesis in the event such revisions are recommended by the External or Examiners.

19.12. Recommendations on Supervisors' Duties and students' progress.

19.12.1. It is evident also from the preceding account that frequent consultations between the candidate and the Supervisor are necessary to ensure that the candidate does not go astray in his/her research. It is suggested, therefore, that

if the candidate's main Supervisor shall be away from the College for more than three consecutive months, an acting Supervisor shall be appointed.

19.12.2. It is suggested, also, that in an attempt to maintain uniformity in the information brought in by Supervisors to DPGS on their students' research progress, the use of a standard progress report form for higher degree research candidates be used (Appendix ii). Information provided shall be used by the DPGS to report student's progress to their Sponsors and/or employer when requested to do so.

19.12.3. In the course of supervising a candidate, a situation may occur where one or more of the following develops:

- a) Breakdown in communication between a candidate and the Supervisor.
- b) Personal clashes and conflicts between the Supervisor and the candidate.
- c) Hostile relationship between the Supervisor and the candidate.
- d) Refusal of the candidate to follow the Supervisor's advice.

19.12.4. When such a situation occurs, it is recommended that both the Supervisor and the candidate report the problem, in writing to the Head of the Department/Dean of Faculty/Director of Institute, who shall study the nature of the problem and recommend to the faculties and subsequently to the PDGS for one of the following actions to be taken:

- a) The candidate be warned in writing, about his / her weakness (if it is established that he/she is the cause of the problem);
- b) The candidate be transferred to another Department (if possible and where necessary);
- c) The Supervisor be told / warned of his/her weakness (if it is established that he/she is the cause of the problem), but continue to supervise the candidate;
- d) A new Supervisor be appointed to guide the candidate (if the Head is convinced that this would be the best solution);
- e) A small advisory panel be established by the Head of the Department to guide the candidate if there is no other person in the Department with the expertise to supervise the candidate;
- f) Any other reasonable action, including discontinuation of the candidate.

19.12.5. Since, from what has been outlined above, it is evident that the Supervisor's responsibility for the candidate is a great one and since the job of supervision is demanding on the part of the Supervisor, it is recommended that: -

- a) For purpose of quality assurance, in PhD supervision the main Supervisor must be a PhD holder with a rank of Senior Lecturer and above who is an expert in the appropriate field.
- b) A Co-Supervisor be a PhD holder with at least one (1) year post-doc experience in the research area
- c) For purpose of quality assurance in case of Master degree the main Supervisor must be at least a Lecturer with three (3) years' experience and a minimum of four (4) publications
- d) A Co-Supervisor be a Lecturer with at least one (1) year experience in the research field with a minimum of two (2) publications

- e) In order to ensure that the candidates are adequately supervised; the Departments shall set a limit on the number of candidates a single staff member can supervise at a time.
- f) The staff member supervision responsibilities shall be taken into consideration by the Head of Department when assigning' teaching load. It is recommended that when one is a sole Supervisor the maximum number of candidates to supervise shall be three (3). While for co – supervision, the maximum number of students shall be five (5). Co – supervision of students shall be encouraged. Supervision will only count up to when the candidate submits the Dissertation/Thesis for examination.

19.13. General Responsibilities of the student.

- 19.13.1 It is the responsibility of the candidate to be conversant with all the Higher Degrees regulations and guidelines and to abide by them.
- 19.13.2. It is the candidate's responsibility to complete his/her research on schedule and to write up the Thesis/Dissertation as stipulated in the general guidelines.
- 19.13.3. It is the candidate's responsibility to discuss problems stemming from his/her research with his/her supervisor(s) and Head of Department.
- 19.13.4. It is the candidate's responsibility to write and submit to Supervisor(s) progress reports timely as stipulated in the regulations.
- 19.13.5. It is the candidate's responsibility to ensure that subsequent publications from a Thesis/Dissertation submitted for a degree of SAUT must contain a statement that the work is based on a Thesis or a Dissertation submitted for a degree of the SAUT

19.14. Guideline for approval of termination of Supervisor(s)

The College shall consider and approve the termination of supervision under the following circumstances:

- a) Upon official request of the Supervisor to terminate his/her Supervisory role whenever he/ she feel unable to continue with the student for compelling reasons.
- b) A student requesting a change of Supervisor in the event of harassment or any other reason.
- c) Over - delay of student work during research / data collection.
- d) The request for termination of supervision shall be submitted to the University College authority through appropriate channels by the Supervisor or student in writing

List of appendices

Appendix 1

SFUCHAS/PGSF.1

ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES



DIRECTORATE OF POSTGRADUATE STUDIES REFEREE RECOMMENDATION FORMS FOR A POSTGRADUATE APPLICANT

Full Name of Applicant.....

Referees Full Name, Title Prof/Dr/Mr/Mrs/Ms and
Profession/Occupation.....

Postgraduate Program the Applicant has applied for

.....

Please answer and evaluate the following, to enable assessment of the applicant's suitability for the program applied for.

Criteria	Excellent	Very Good	Good	Average	Below Average
Academic / Intellectual Ability					
Maturity					
Motivation					
Diligence					
Ability to work with others					
Standard of written and verbal English					
Respect towards other people					

Flexibility					
Initiative					
Compliance to Regulations					

Please comment on the Applicants character eg. strengths/weaknesses

Strengths.....

Weaknesses.....

1. Do you think the applicant is capable of producing original work? (YES/NO)

2. Please provide the reason for your response to question 1?

.....

3. Has the applicant pursued any similar postgraduate program that you are aware of? (YES/NO)

4. How long have you known the applicant and in what capacity?

.....

Referees Contact Details

Institution/Place of work.....

Contact Address.....

Contact number(s).....

Email address.....

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

5. If you know the candidate as his/her lecturer at Bachelors level, please comment on the candidates academic performance and how suited you feel they are to take on postgraduate studies.

Note to the referee: The information provided on the applicant is confidential. Please put the completed form in an envelope, seal it and

sign your name across the seal on the back of the envelope and submit it
to the address below

Directorate of Postgraduate Studies

St. Francis University College of Health and Allied Sciences

P O Box 175,

Ifakara,

Tanzania.

ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES



APPLICATION FOR EXTENSION FOR POSTGRADUATE DISSERTATION / THESIS

(Please note extensions granted incur fees that will be determined by the College from time to time)

Please attach evidence of payment of Fees

Surname (Block Letters):

.....

First Name: Middle

Name:.....

Reg. No..... Sex:..... Resident/Non

Resident.....

Program Details

Course registered for.....

Form of Studies: Thesis/Course

work.....

Date of commencement of studies.....Expected date of completion.....

Registration

Date of Registration.....

Extension: Indicate date and period of extension being requested

Extension Date.....Period (under 6 months).....

Fees and Financial Obligations

1. Type of Sponsorship

a) Self.....

b) Other.....

2. Name and Address of Sponsor

.....

.....

..... Candidate's Signature..... Date.....

FOR SPONSORS TO NOTE

Fees

You are required to pay the fees as will be indicated from time to time. The candidate is expected to submit a copy of receipt of payment.

Faculty/School/Institute

The following student's request for an extension of up to 6 months has been approved/not approved. The reason(s) for the decision are as follows:

.....

.....

Faculty/School/Institute.....

Name(s) and Titles/Roles of Interviewees from the Faculty/School/Institute

Name (please print).....

Signature.....

...

Date.....

...

Name (please

print).....

Signature.....

Date.....

Request with decision by Faculty/School/Institute received by the director of
graduate studies on

ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES



END OF REGISTRATION FORM

Please attach evidence of payment of College Fees

Surname (Block Letters):

.....

First Name:Middle

Name:.....

Reg. No..... Sex:..... Resident/Non Resident.....

Program Details

Course registered for.....

Form of Studies: Thesis/Course

work.....

Date of commencement of

studies.....

Expected date of completion.....

Registration

Date of Registration.....

Date of submission.....

Fees and Financial Obligations

1. Type of Sponsorship

a) Self.....

b) Other.....

2. Name and Address of Sponsor

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.....

Candidate's name:.....

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

Faculty/School/Institute

The following student's request to end registration approved/not approved the reason for the decision as follows:

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.....

....

Faculty/School/Institute.....

Name(s) and Titles/Roles of Interviewees from the Faculty/School/Institute

Name (please

print).....

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

Name (please

print).....

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

Request with decision by Faculty/School/Institute received by the director of graduate studies on.....

ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED
SCIENCES



APPLICATION FOR APPROVAL FORM

Candidate's name.....

Registration

number.....

Department.....

....

Faculty/School/Institute.....

I..... do apply for an approval of
data collection, following a successful completion of my proposal

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

ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED
SCIENCES



SUPERVISOR'S STUDENT RECORDS FORM

S/N	Stage Reached	Supervisor's Signature	Student's Signature	Date

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ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES



PROGRESS REPORT FOR PhD DEGREE CANDIDATE

Please update any details that are missing or incorrect, and mark the appropriate boxes.

Highlighted boxes (Note: Paste or type X)

Name

Date Email

Cell Phone Numbers (for all places of study)

Institute/School/Faculty

Supervisor

Email(s) Phone No

Faculty and Department

Co-Supervisor(s).....

Email(s) Phone No

Faculty and Department

.....

Thesis Title

.....

.....

.....

.....

Commencement:

Expected Completion Date:

Full time or part time

Financial Support

SFUCHAS salary/ HELSB/ Scholarship/ Research Grant/ Self sponsored

Other (Please indicate)

Who pays the fees? Self /SFUCHAS/ Scholarship/ HELSB

Other (please specify)

Bonding

Please indicate (✓) the type of arrangement you have

Bonded to return to SFUCHAS

No Bonding arrangement

Thesis Progress Summary

Required Course work completed

Title accepted

Ethics approval gained

Draft literature review completed

Project proposal completed

Data collection completed

Analysis completed

Thesis submitted

Details of any Course Work Required as part of the PhD (Completed OR to be completed). If none required enter None)

Course Name	Code	Grade	Date	Remarks

Credits completed

Overall GPA

Student's report on progress: ...

(Include any issues, concerns, opportunities, courses and conferences attended, papers or proposals written (please attach electronic copy)

Planned Activities and Aims for next six months ... (include any travel plans, or teaching commitments etc)

Supervisors Comments: ...

Please be specific: How is the student progressing? What has he/she done? What problems have there been – are they resolved? If you wish to contact us directly about any concerns please send an email to dpgs@sfuchas.ac.tz

Electronic Signature - Supervisor

..... Electronic Signature -

Student:.....

Copies of this report will be sent to the Dean, the DP-ARC, Finance and Human Resource Management Office, and used by SFUCHAS for administrative and advisory purposes. Thesis titles and names may also be listed in official publications including the SFUCHAS website.

ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES



PROGRESS REPORT FOR A MASTER DEGREE CANDIDATE

Name:.....

Date Email

Supervisor(s).....

Email(s)

Student's Location and Institute.....

(If undertaking studies in more than one place give both locations and dates)

Dissertation / Thesis Title:

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

Expected Completion Date:

Students report on progress: (Include any issues, concerns, opportunities, courses and conferences attended)

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Planned Activities and Aims for next 3 months

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Supervisors Comments:

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.....

(Electronic) Signature Supervisor

(Electronic) Signature Student:.....

Please submit this completed form to the postgraduate coordinator of the relevant faculty / institute.

ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED
SCIENCES



POSTGRADUATE SUPERVISOR'S
SUMMARY

Name of Supervisor

..... Name of the

Candidate.....

Candidate Progress Summary.....

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Supervisor's Signature..... Date

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ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES



SUBMISSION OF ERROR FREE THESIS/DISSERTATION

SECTION A: TO BE COMPLETED BY THE CANDIDATE

- 1) First Name: Middle Name.....Surname.....
- 2) Registration Number:.....
- 3) Faculty/Institute:.....
- 4) Degree Registered for:.....
- 5) Title of Dissertation:
.....
.....
.....
- 6) Name of Supervisor:
.....
- 7) I hereby declare that I intend to submit my Thesis/Dissertation by:
Date...../...../.....

Signature of the Candidate.....

SECTION B: TO BE COMPLETED BY SUPERVISOR

- 1) I hereby confirm that the candidate is in the process of drafting his/her Dissertation and I am of the opinion that he/she shall be in a position to

submit the Dissertation

Date:/...../.....

Signature of the Supervisor.....

NB:

All document submissions shall be made online (Concept note / Proposals / Thesis / Dissertation), however the error free documents shall be submitted in both hard and softcopies.

ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES



NOTICE OF INTENTION TO SUBMIT A MASTER'S THESIS/DISSERTATION

SECTION A: TO BE COMPLETED BY THE CANDIDATE

1) First Name: Middle Name..... Surname

.....

2) Registration Number:.....

3) Faculty/Institute:

4) Degree Registered for:

5) Title of Thesis/Dissertation:

.....

.....

.....

6) Name of Supervisor:.....

I hereby declare that I intend to submit my Thesis/Dissertation by Date/Month/Year.

Date...../...../.....

Signature of the Candidate.....

SECTION B: TO BE COMPLETED BY SUPERVISOR

I hereby confirm that the candidate is in the process of drafting his/her

Thesis/Dissertation and I am of the opinion that he/she will be in a position to submit the Dissertation by Date.....

Date:/...../..... Signature of the Supervisor.....

ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES



NOTICE OF INTENTION TO SUBMIT PhD THESIS/DISSERTATION

Form to be filled in TRIPLICATE. TWO copies of this form MUST be returned to the Chairperson of the Postgraduate Studies Committee (PGSC) and ONE copy to the Director of Postgraduate Studies.

SECTION A: TO BE COMPLETED BY THE CANDIDATE

Name in Full.....

Registration Number.....

Faculty/School/Department.....

Title of Thesis.....

Names of Supervisors

i) Primary

Supervisor:.....

ii) Second Supervisor.....

I hereby declare that I have completed my Thesis, and intend to submit my it within the coming three months from this date.

Date.....Signature of Candidate.....

SECTION B: TO BE COMPLETED BY SUPERVISOR(S)

4. 1st Internal Examiner (who is also the candidate's internal Supervisor. If an international Supervisor has not been appointed or is unavailable, the candidate's primary Supervisor shall act in this capacity)
5. 2nd Internal Examiner (who did not supervise the candidate but teaches in the candidate's Faculty/School/Institute)

In anticipation of the fact that the candidate will submit their Thesis within three months from now, it is recommended that the *viva voce* be held on the Date of Month of... in the year.....

Date..... Signature of Dean/Director.....

TO BE FILLED BY THE CHAIRPERSON OF THE POSTGRADUATE STUDIES COMMITTEE (PGSC)

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

The following items are missing or incomplete:

.....
 ...

 ...

 ...

Date..... Signature of the Chairperson, PGSC.....

ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES



DIRECTORATE OF POSTGRADUATE STUDIES

SUBMISSION OF DISSERTATION/THESIS FOR EXAMINATION

SECTION A: STUDENT TO COMPLETE

First name of student:

..... Surname of

student:

Registration number:

..... Student's

faculty:

Dissertation title:

.....

SECTION B: SUPERVISOR TO COMPLETE

Name of Supervisor:

.....

I, the undersigned, certify that I have read and hereby recommend for acceptance by SFUCHAS the Dissertation/Thesis named as above in fulfilment of the requirements for the Master's degree that the above-mentioned student is currently studying for.

Signature of Supervisor Date:

.....

SECTION C: FINANCE OFFICER TO COMPLETE

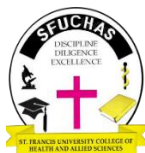
Name of finance officer:

..... This student

has cleared all payments due to SFUCHAS, including final semester payments and graduation fees.

Stamp with signature and date:

ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED
SCIENCES



DIRECTORATE OF POSTGRADUATE STUDIES

EXAMINATION RESULTS FORM

Candidates Name/Registration No.....

Title of the Thesis/Dissertation.....

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

SN	CANDIDATE PASSESS	SCORE RANGE	MARKS AWARDED
1	Candidate passes and no additional corrections are required	90-100	
2	Candidate passes subject to making minor corrections and revisions as stated in the viva voce proceedings within three months	70-89	
3	Candidate passes subject to making substantial corrections and revisions as stated in the viva voce proceedings within six month	51-69	
	CANDIDATE FAILS		
5	Candidate fails but shall be given another chance to resubmit and Defend the Thesis/Dissertation after addressing the weaknesses detailed in the viva voce proceeding within nine months.	40-50	
6	Candidate fails outright. (reasons detailed in viva voce proceedings)	0-39	

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

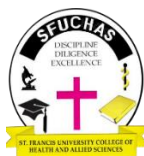
PhD viva voce panellists

PANEL	DESIGNATION	SIGNATURE
1	1 st External Examiner or Representative	
2	2 nd External Examiner or representative	
3	Internal Examiner	
4	Main Supervisor	
5	Second Supervisor or representative	
6	Head of Department or representative	

Panel Chairperson's Name:..... Signature:

.....

ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES



DIRECTORATE OF POSTGRADUATE STUDIES

POSTGRADUATE DISSERTATION / THESIS EVALUATION FORM
CONFIDENTIAL

Examiners are requested to complete this form with reference to the relevant SFUCHAS guidelines that are attached. In case plagiarism is detected, please provide evidence of this and award a zero mark for the work. The Examiners are requested to note that **neither this evaluation nor any copy of it is to be given to the student: It is a confidential document** that must be returned directly to DPGS Studies. Soft copy versions are preferred.

Part 1: Identifying information

Code number allocated to student.....

Research title:

.....

.....

.....

Part 2: Please award marks out of the maximum score indicated (Note: total scores of 75-100% = A grade, 70-74% = B+ grade, 60-69% = B grade, 50-59% = C (fail))

SN	Item examined	Maximum score	Marks awarded
1	Abstract	5	
2	Introduction	10	
3	Literature review	15	
4	Methodology (including tools)	15	
5	Results	15	
6	Discussion / recommendations	15	
7	Referencing (in text and reference list)	10	

8	Presentation issues (title pages, English, format etc)	15	
Total score		100	

Part 3: Recommendation i.e. pass, pass with minor corrections, pass with major correction, fail

.....

Part 4: Examiner information:

Prof./Dr.....Signature.....

Email address.....

Phone No.....Date.....

Part 5: Report

Please comment on **any** of the issues listed below. You are welcome to highlight or underline any issues that you wish to draw attention to in the comments column. Please note that the following is only a guide to what is expected of students' Dissertations / Theses: SOME VARIATIONS IN CONTENT AND ORDER WILL OCCUR DEPENDING ON THE AIMS AND METHODS USED. The guide is not meant to be prescriptive, but is meant to assist you in making comments that can help the student and the College improve. General comments are requested and REVISIONS REQUIRED shall be SPECIFIED CLEARLY and marked with an 'R'

Sections	Components	Criteria	Examiner comments Indicate revisions required with a R
Title pages	1. Title page 2. Copyright statement 3. Certification 4. Declaration 5. Acknowledgements 6. Table of contents 7. List of Tables 8. List of Figures, 9. List of abbreviations (only if non-standard abbreviations are used)	Arranged as per "Guidelines" Headings and page numbers in the Table of contents etc, consistent with the text arrangement	

	10. Glossary (only if technical terms or foreign language words are used)		
Abstract		Comprehensive and clear. Word limit of maximum 300 words adhered to.	
Chapter 1 Introduction	Introduction to chapter	Overview of key issues to be discussed in chapter	
	Background	Broad overview of the issues and context, brief description of relevant aspects of area, demography, geography, socio-economic factors	
	Problem statement / rationale for the study Purpose of the study	Reason for undertaking study clarified, clearly stated and logical (Purpose may be separate or embedded in problem statement)	
	Conceptual framework / concept map / theoretical framework	Logical, comprehensive, neatly / clearly presented. NB this item is OPTIONAL. Also it may appear in Chapter 2	
	Overall objective	Clearly stated; congruent with title	
	Specific objectives and if relevant, research questions and / or hypotheses	Clearly stated Specific, measurable, focused, operational, Congruent components of the overall objective	
	Significance of the study	Clearly stated, logical	
	Definition of terms	Clear, concise, operational definitions	

		provided and where relevant, referenced	
	Summary	Brief summary of chapter given	

Sections	Components	Criteria	Examiner comments Indicate revisions required with a 'R'
Chapter 2 Literature review	Introduction	Overview of chapter	
	Body, divided into subheadings	<ol style="list-style-type: none"> 1. Covers relevant material organised into appropriate, logical sections eg. relating to objectives with appropriate headings. 2. Refers to sources that are of appropriate date (usually most up-to-date). 3. Uses reliable data sources (eg. from peer reviewed material), Less than 10% of the chapter is verbatim quotations and refers to an appropriate number and variety of material, uses appropriate number of primary sources. 4. Primary source references state sample, findings and setting, includes a critical analysis of authors' work, presents an overall clear picture / argument of the current status of the phenomenon under study 	
	Summary	Summary of key issues	
Chapter 3 Methodology	Introduction	Overview of chapter	
	Research design	Quantitative / qualitative and other design features stipulated, Justification for use of each aspect of design	
	Study site / area / setting		
	Study population	Target and accessible population described,	
	Sample	sample size described and inclusion criteria specified	
	Sampling procedures	Type / method and rationale	

Data collection methods and tools / instruments	Methods and rationale for use described, tools used described briefly, development and pretesting of tool described, instructions for the use of tool explained	
Validity and reliability issues	Measures taken to promote validity and reliability discussed	
Data analysis procedures	Described clearly; appropriate to study objectives	
Ethical issues	All relevant issues dealt with, e.g. informed consent, confidentiality, risk-benefit analysis, vulnerable subjects	
Dissemination	Brief discussion of plans for dissemination of findings	
Limitations	Brief discussion of limitations of the study	
Summary	Brief review of key issues	

Sections	Components	Criteria	Examiner comments Indicate revisions required with a 'R'
Chapter 4 Results and discussion	Introduction	Brief overview	
	Demographic data of sample	Brief description of data, only relevant issues presented	
	Results of analysis (study findings)– statistical / thematic	<ol style="list-style-type: none"> 1. Full description of data without unnecessary repetition 2. Logical arrangement, clearly presented / described 3. Uses appropriate variety of clear Figures / Tables, properly labelled or uses verbatim quotations appropriately 	
	Summary	Clear brief summary of key issues	
	Introduction	Brief overview	

Chapter 5 Conclusions and recommendations	Discussion/interpretation of study findings	<ol style="list-style-type: none"> 1. The meaning / significance / importance of findings clearly discussed 2. Comparison of own findings to other sources, fully referenced, 3. Discussion of significance of findings and their relation to other study findings, 4. Evaluates the research, considering both its strengths and its limitations 	
	Conclusions	Follow logically from the data analysis, clearly stated, key issues identified	
	Recommendations / implications for practice and further research	Practical, relevant, appropriate, based on the study findings / results,	
	Summary	Brief, clear review of key issues	

Sections	Components	Criteria	Examiner comments Indicate revisions required with a R
Reference List		<ol style="list-style-type: none"> 1. All references in text are included. 2. Uses Vancouver format strictly, 3. All authors listed correctly 4. Date of publication, specified, Title specified. 5. Journal details provided 6. Book publisher and place of publication specified 7. Internet sources have address and date of access, Arranged in alphabetical order 	
Appendices	Data collection tools	<ol style="list-style-type: none"> 1. Appropriate for study with clear instructions for completion if self-administered, 2. Neatly laid out and well constructed to include aspects from all of the objectives. 3. No material outside objectives included 4. Appropriate length. 5. Allow for easy identification and analysis of data 	
	Ethical clearance certificate, Permission letters	Clear photocopies	
	Informed consent form	<ol style="list-style-type: none"> 1. All appropriate information provided to participant. 2. Spaces for signatures of participant and researcher, If anonymous questionnaire, relevant information on questionnaire 	
	English	Clear	

ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES



DIRECTORATE OF POSTGRADUATE STUDIES
INTELLECTUAL PROPERTY RIGHT

1.0 PREAMBLE

This contract is made between Prof./Dr./..... In his/her capacity as the Director, Postgraduate Studies on behalf of St Francis University College of Health and Allied Sciences, P. O. Box 175, IFAKARA, and Mr./Miss/Mrs/Ms....., the Postgraduate student registered for.....

(Name of the Program) Offered by the Faculty, School or Institute of Reg. No.....

2.0 As a Postgraduate student registered at SFUCHAS, I declare that all research findings and innovations done during my studentship shall be the property of SFUCHAS and shall be protected under the Berne Convention, Work Property Organization, the Copyright Act 1999 and other international enactments on Intellectual Property Organization, the Copyright Act 1999. It shall not be reproduced by any means, in full or in part, except for short extracts in fair dealings, for research or private study, critical scholarly review or discovery with an acknowledgement, without the written permission of the Directorate of Graduate Studies, on behalf of SFUCHAS.

Student's full Name:

Signature:

Date.....

Director Graduate Studies' full name.....

Signature.....

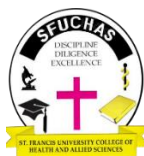
Date:.....

Witness' full name:

Signature

Date:

ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED
SCIENCES



DIRECTORATE OF POSTGRADUATE STUDIES
GRADUATES VERIFICATION
FORM

Dr/Mr/Miss/Mrs/Ms.....
.....

As a prospective graduate of.....,
you are required to fill in and submit to our office Potential Graduate Form, so as to
enable us make necessary preparations for your graduation, including preparing of
correct graduate list.

This form must be submitted along with your provisional results, which you are
responsible to verify that all grades awarded to you are correct to the best of your
knowledge, as well as authenticating your personal details because the details
appearing on the provisional result slip are the same that will be appear on your
Master's/PhD Degree Certificate. Meanwhile, it shall be noted that, if you fail to
verify those details and come to realize later on that there are mistakes on your
certificate, **you will be penalised accordingly (prescribed University College fees)**
for the correction of the mistakes and reprinting of your certificate.

Therefore, please pay a serious attention to this.

Yours,

ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES



DIRECTORATE OF POSTGRADUATE STUDIES APPLICATION FOR TRANSFER OF STATUS

(From Probationary PhD status to PhD candidate status)

This form together with any supporting documentation shall be submitted to DPGS to make recommendation to the CAC before being sent to the Senate for approval.

SECTION A: TO BE COMPLETED BY THE CANDIDATE

Name in

Full.....

..... Registration Number.....

Date of commencement of the Graduate program.....

Faculty/School/Department.....

Current Status.....

Status to be transferred to.....

Contact details:

Mobile:.....Email.....

Funding Status: Have you applied for funding/receiving funding? [] Yes [] No

If yes, from which Funding Body and by what date are you expected to submit?

.....

Please provide dates of any applications for Suspensions or Extensions approved by DPGS

.....

...

Title of Thesis proposed or area of

study.....

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

I confirm that I have effected the maximum fee liability applicable to the proposed new status.

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

SECTION B – TO BE COMPLETED BY CANDIDATE’S SUPERVISOR

Comments			
Signature:		Date:	
Full Name:			
Supervisors are also asked to include a brief comment on any supplementary information provided by the Student. Any further report by the Supervisor may be attached to this form			

SECTION C- TO BE COMPLETED BY THE FACULTY/SCHOOL/INSTITUTE

I confirm that Faculty/School/Institute is prepared to support this application, subject to confirmation of the Student’s financial status.			
Signature:		Date:	
Full Name:			
Position			
Faculty / School / Institute Stamp:			

SECTION D – TO BE COMPLETED BY THE CHAIRPERSON OF PGSC

Comments			
I certify that this application has the approval of the Candidate’s Faculty/School/Institute and Recommend to DPGS that the candidate be given the status of PhD candidate.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of Chairperson PGSC		Date:	
Full Name:			

Transfer of status to PhD candidate approved by PGSC on

Transfer of status to PhD candidate approved by Senate on.....

ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES



**DIRECTORATE OF POSTGRADUATE
STUDIES**

APPLICATION FOR ETHICAL CLEARANCE FOR POSTGRADUATE STUDENTS

Postgraduate students must complete this form and submit it to DPGS, which will submit it to the Institutional Review Board (IRB). The Form must be received within 10 days before the Institutional Review Board (IRB) meeting. The IRB will determine if all relevant ethical issues have been identified and that strategies have been put in place to manage them appropriately. Where necessary, the IRB will give comments to the applicant which must be addressed accordingly. Following the corrections, if IRB is satisfied with the responses, it will approve the proposed research and an ethical clearance certificate will be issued. Obtaining this certificate is part of the process in which a letter introducing the student to the research site can be produced. No student can begin data collection without the introduction letter from DPGS.

Student and Supervisor information

Section I	Description
1	Name
2	Registration number
3	Degree
4	Faculty/School/ Institute
5	Student phone numbers
6	Student email address
7	Name of Supervisor
8	Supervisor's Faculty/School/Institute
9	Supervisor's phone number
10	Email of Supervisor

11	Supervisor's Faculty/School/Institute	
12	Supervisor's phone number	
13	Email of Supervisor	

Please complete all the relevant sections of this Table and Questions 4 to 7), with a YES / NO response (kindly cross the answers which are not applicable).

1	Proposed research title		
2	Proposed main objective (aim) of the study		
3	Proposed specific objectives of the study		
4	Proposed methodology	Quantitative	YES NO
		Qualitative	YES NO
		Mixed methods	YES NO
5	Proposed design	Experimental	YES NO
		Non-experimental	YES NO
6	Proposed data collection method(s) / tool	Interview	YES NO
		Questionnaire	YES NO
		Focus group discussion	YES NO
		Observation	YES NO
		Other (specify)	YES NO
7	Proposed sampling design	Random	YES NO
		Non-random	YES NO
8	Proposed sample size (Specify)		
9	Will the study involve collecting data from human participants? (if NO go to question 30)	YES	NO
10	Will written informed consent be obtained from the participants? (if YES go to question 20)	YES	NO
If the answer to 18 is NO, explain why and what alternative is planned			
11	Will the informed consent form include information about the purpose of the study, the time participants will spend on the study and any other risks or benefits identified?	YES	NO
12	Will data be recorded and reported <u>without</u> using names of participants (eg. by using codes)?	YES	NO
13	If interviews or focus group discussions are held, will they be in a place where the conversation cannot be overheard by other people?	YES	NO
14	Will sensitive data (eg. personal health / financial information) be collected? (if the answer is NO go to question 25)	YES	NO

If the answer to 23 is YES, explain why and how sensitive data will be collected, stored and reported			
15	Will vulnerable participants (eg. children aged < 18 years, the elderly, people with mental illness) be included in this study? (if the answer is NO proceed to question 27)	YES	NO
If the answer to 25 is YES, explain why vulnerable participants are being included, and how you will protect their rights (eg. informed consent procedures).			
18	Does the study involve new or invasive procedures or the administration of any substance/medicine to volunteers or in the therapy, or management of patients in a clinical setting, which is not part of their normal clinical management?	YES	NO
19	Is there any use of blood, body fluid or tissue from the participants?	YES	NO
20	If the answer to either question 27 or 28 is YES, provide full details		
21	Will data be stored in a password protected computer?	YES	NO

22	Will hard copies of data be stored carefully and other people (except the Supervisor and SFUCHAS officials) be denied access to them?	YES	NO
23	Are animals to be used in the research?	YES	NO
24	Are there any possible environmental or biosafety issues in this study?	YES	NO
If the answer to either question 23 or 24 is YES, provide full details			
25	Will data collection tools be prepared so as to collect only data relevant to the research objectives?	YES	NO
26	Will data collection tools be approved by the Supervisor before pretesting?	YES	NO
27	Will data collection tools be pretested appropriately and revised before use in the study?	YES	NO
28	Will all ideas and material from other authors used verbatim (word for word) be acknowledged by an appropriate referencing technique?	YES	NO
29	Will all ideas and material from other authors that are paraphrased (put into own words) be acknowledged by an appropriate referencing technique?	YES	NO
30	Apart from including material that is guidance from the Supervisor, will the student named in this document be the sole author of the proposal and research referred to in this document?	YES	NO
31	Will any editing services used be limited to correcting English grammar and spelling?	YES	NO

Declarations

I..... declare that:

1. I have given/provided accurate information to the best of my knowledge and I am fully responsible for it.
2. I have read and understood SFUCHAS policy documents related to the conduct of research, and agree to abide by them, and to any guidelines issued by the IR Committee.
3. If my research is approved, I will implement the measures stated in this application, I will adhere to the terms of this application, and any condition set out by the IR Committee.
4. Shall any variation in methodology be required, I will immediately inform the IR Committee of this, and seek approval for the revised methodology.
5. I understand that I am responsible for being up to date and complying with the relevant guidelines and laws relating to the conduct of research.
6. I understand that the IRC may at any time undertake reviews to monitor compliance with these conditions, and may stop the research immediately if the project is not conducted in accordance with the ethical agreement. Under such circumstances the researchers may not publish any results from the research without prior approval of IRC.

Student signature..... Date.....

I..... am the Supervisor of the student who is undertaking the research referred to in this application, and I have read and understood the requirements of the IRC

Supervisor's signatureDate

References

University of Dodoma (UDOM) 2021: Graduate Studies Regulations and Guidelines
Ardhi University (ARU) 2020: General Guidelines and Procedures for Postgraduate Programs.

St John's University of Tanzania (SJUT) 2021. Higher Degree Regulation approved by the SENATE on July 2021.

Catholic University of Health and Allied Sciences (CUHAS) 2015: Guidelines for Higher Degrees (Master and PhD)

Tanzania Commission for University (2023). Standard Guidelines for Postgraduate Studies, Research and Innovation Oct. 2023.

POSTGRADUATE FORMS

S/N	Form ID	Form Name
1	SFUCHAS/PGSF.1	Referee's Letter of Recommendation
2	SFUCHAS/PGSF.2	Application for Extension
3	SFUCHAS/PGSF.3	End of Registration
4	SFUCHAS/PGSF.4	Application for Data Collection
5	SFUCHAS/PGSF.5	Supervisor Student Record Form
6	SFUCHAS/PGSF.6A	Progress Report for PhD
7	SFUCHAS/PGSF.6B	Progress Report for Master's
8	SFUCHAS/PGSF.7	Supervisor's Summary
9	SFUCHAS/PGSF.8	Error Free
10	SFUCHAS/PGSF.9A	Intension to Submit for Master's
11	SFUCHAS/PGSF.9B	Intension to Submit for PhD Thesis
12	SFUCHAS/PGSF.10	Submission of Dissertation/Thesis
13	SFUCHAS/PGSF.11	Examination Results
14	SFUCHAS/PGSF.12	Thesis/Dissertation Evaluation
15	SFUCHAS/PGSF.13	Intellectual Property Right
16	SFUCHAS/PGSF.14	Graduation Verification
17	SFUCHAS/PGSF.15	Transfer of Status

18	SFUCHAS/PGSF.16	Ethical Application
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