

SAINT AUGUSTINE UNIVERSITY OF TANZANIA
DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH AND
CONSULTANCY

P. O. BOX 307

MWANZA-TANZANIA



GENERAL REGULATIONS AND GUIDELINES FOR
POSTGRADUATE PROGRAMMES

Approved By SAUT Senate May 2019

Contents

PREFACE.....	3
ABBREVIATIONS	4
1. ADMISSION PROCESS	5
1.1 Introduction.....	5
1.2 Applications for Postgraduate Studies	5
1.3 Entry Qualifications	6
1.3.1 Postgraduate Diploma	6
1.3.2 Master Degree	6
1.3.3 Doctor of Philosophy Degree (PhD)	6
1.4 Selection Procedures	7
1.5 Registration	7
1.6 Credit Transfer	8
1.7 Short Term Students	8
1.8 Research Fellows	9
1.9 Occasional Students	9
1.10 Sandwich Degree Programmes	9
1.11 Joint Postgraduate Degree Programme (JPDP).....	10
2. MANAGEMENT OF POSTGRADUATE STUDIES.....	11
2.1 Standards.....	11
2.2 Term of Office	11
2.3 Responsibilities and Duties	11
3. QUALITY ASSURANCE AND ENHANCEMENT	12
3.1 Intellectual Property Rights	12
3.2 Supervision of Theses and Dissertations	12
3.3 Assigning Supervisor(s).....	13
3.4 Training of Supervisors.....	13
3.5 Ethics and Code of Supervision Process	13
3.6 Duties and Responsibilities of a Supervisor.....	14
3.7 Postgraduate Research Student's Responsibilities.....	15
3.8 Conflict Resolution During Supervision.....	15
3.9 Supervision Load and Remuneration	16
4. REGULATIONS ON THESES/DISSERTATIONS	17
4.1 General Regulations.....	17
4.2 Notice of Intention to Submit a Dissertation or Thesis.....	17
4.3 Academic Dishonesty	17

Category 1:.....	17
Category 2.....	18
Category 3.....	18
4.4 Detection of Plagiarism.....	18
4.5 Disciplinary Measures	19
4.6 Examination of Theses/Dissertations.....	19
4.6.1 General regulations	19
4.6.2 Dissertation defence for Master Degree.....	21
4.6.3 Examination of PhD Theses/Dissertations.....	24
4.6.4. Examination of Theses and Award of a PhD Degree	25
4.6.5 Viva voce Examination for PhD Candidates	27
4.7 Complaints and Appeals	29
4.8 Withholding or Revocation of a Degree	30
5. DEPLOYMENT OF POSTGRADUATE STUDENTS AS TEACHING OR TECHNICAL ASSISTANTS.....	30
6. RESEARCH FINDINGS' DISSEMINATION AND THESIS/DISSERTATION REPOSITORY .	33

PREFACE

St. Augustine University of Tanzania (SAUT) has reviewed the existing general regulations and guidelines for postgraduate studies. These updated regulations and guidelines are designed to promote the sense of a community of scholars, which is a hallmark of high quality university.

This updated brochure will be essential for students who are considering undertaking postgraduate studies at SAUT and/or in its constituent colleges and centres. It is also significant for lecturers and supervisors in various departments and faculties of the university who are engaged in teaching and supervising postgraduate students' research work. It also provides prospective students with information on items to bear in mind when considering the option of postgraduate programmes which they should apply to as SAUT and its constituent colleges and centres offer an immense diversity of graduate programmes.

From the perspectives of students, postgraduate studies are not an end in themselves, but rather a means to an end. In most cases, this may mean gainful employment. Postgraduate studies therefore, constitute an investment of resources (time and money) for the purpose of career development. In some cases the investment is essential, in others it is a matter of choice. From the perspective of those who work with students, graduate studies are an almost unquestionable part of academic life and sometimes central to a successful future.

Postgraduate programs can be, and often is are one of the highlights in a student's life and as a matter of fact, provides students with an opportunity to work in exhilarating environment at SAUT. To that effect, former postgraduate students look back on their time at SAUT or its constituent colleges and centres with fondness and the realization that it represented an important period of personal development that laid the foundation for their rewarding careers. Finally, it should be noted that these regulations and the accompanying guidelines will not be effective in themselves. To ensure that everything is put into practice, the office of Postgraduate Studies will rely on the staff across the University. The purpose of these regulations and guidelines is to provide students, supervisors, examiners and other university staff with the necessary information and to ensure that the best practices in the management of postgraduate studies at SAUT and constituent colleges and centers are adhered to.

ABBREVIATIONS

DPS: Directorate of Postgraduate Studies

JPDP: Joint Postgraduate Degree Programme

PD: Postgraduate Diploma

SAUT: Saint Augustine University of Tanzania.

1. ADMISSION PROCESS

1.1 Introduction

The general regulations and guidelines presented hereunder shall regulate all functions and programmes in the Directorate of Postgraduate Studies (DPS) at St. Augustine University of Tanzania (SAUT) and its constituent colleges and centres.

1.2 Applications for Postgraduate Studies

To ensure credibility and quality education, the admission process shall be rigorous, transparent, and complex in identifying students who are capable and qualify to undertake postgraduate studies. In that regard, all applications for postgraduate studies shall be submitted to the Directorate of Postgraduate Studies through online system as directed in the University Website or by mail as shall be provided in the application forms. The application shall include:

- a) Completed application form.
- b) Copies of academic transcripts and certificates, birth certificate, completed medical examination form and evidence of payment of application fees. For PhD applicants, a concept note on the intended research project of not more than 5000 words shall be included in application package.
- c) Names of two referees who know the applicant's academic ability and must be persons who taught the applicant at the university/college level.
- d) The referees shall be required to submit letters of recommendation on the applicant's aptitudes to the Directorate of Postgraduate Studies.
- e) There shall be two intakes for Masters and PhD programmes, i.e. March and October intakes. The application window shall be open throughout the year. Applicants therefore shall be required to indicate which intake they wish to begin their studies as per the two intakes. Successful applicants for March and October intakes shall be notified by the end of January and August respectively.
- f) All applicants shall pay a non-refundable application fee as indicated in application forms, which may change from time to time.
- g) All applicants who studied outside Tanzania shall be required to submit their foreign academic transcripts and certificates to the Tanzania Commission for Universities (TCU) for evaluation and recognition. Such applicants shall therefore submit the TCU evaluation awards with other application materials.

1.3 Entry Qualifications

To be admitted for postgraduate studies at St. Augustine University of Tanzania, candidates shall be required to meet qualifications as stipulated below:

1.3.1 Postgraduate Diploma

A candidate for a Postgraduate Diploma at St. Augustine University of Tanzania should be a holder of a bachelor degree or an advanced diploma with a GPA of not less than 2.0 (Pass Class) in related studies of duration not less than three years from a recognized Higher Learning Institution.

1.3.2 Master Degree

There shall be two categories of Master programmes:

- (1) Master degree by coursework and dissertation;
- (2) Master degree by thesis.

Applicants for both categories of master degree shall hold:

- a) Advanced Diploma in related field from a recognized higher learning institution with a minimum GPA of 3 (on a 5-point scale) and above OR
- b) Bachelor degree in related field from a recognized higher learning institution with a minimum GPA of 2.8 (on a 5-point scale), or
- c) Bachelor degree in related field from a recognized higher learning institution with a minimum GPA of 2.7 (on a 5-point scale) plus five years of work experience in the related field, or
- d) Postgraduate Diploma (PD) in related field from a recognized higher learning institution with minimum GPA of 4 (on a 5-point scale).
- e) For applicants with an unclassified Bachelor Degree the GPA should be computed and criteria should apply.

1.3.3 Doctor of Philosophy Degree (PhD)

Applicants for Doctor of Philosophy degree (PhD) at St. Augustine University of Tanzania shall be holders of relevant Master degree with a minimum of upper second class with a GPA of 3.5 (on a 5-point scale) or its equivalent from a recognized higher learning institution. Additional requirements shall be: (1) Adequate English language proficiency that shall be tested through an appropriate test to be decided by each Department or school, and (2) A concept note that shall be evaluated and approved by experts in the relevant field of study.

1.4 Selection Procedures

- a) Applicants for postgraduate studies at SAUT shall be selected by the Higher Degrees Committee of the University Senate according to admission criteria provided in these guidelines. After the selection, the Director of Postgraduate Studies, on behalf of the Higher Degrees Committee, shall communicate the decision of the committee to the applicants.
- b) The number of selected PhD applicants shall be determined by the capacity of Faculty/School or Department to offer supervision for the proposed research projects and the availability of adequate physical and library resources to support the proposed research projects, and the availability of any specialised training that would be required.

1.5 Registration

- a) Students shall be registered only after they have submitted evidence of payment of required fees.
- b) Prior to registration, the candidate shall be required to present the original copy of the following documents: (a) admission letter, (b) certificates, transcripts and birth certificate which will be scrutinised and returned to the candidate by admission officer.
- c) Having satisfied the admission criteria and payment of fees, candidates will be registered. Registration will take place in the beginning of each intake, that is, March and October of every academic year. Registration must be renewed at the beginning of each subsequent year of study.
- d) The maximum period of registration for Postgraduate Diploma students (which is normally a one-year programme) shall be two years, meaning that the students shall have a grace period of one year only to complete their studies.
- e) The period of candidature for a Master degree by coursework and dissertation is 18 months full-time or two and half years part-time. In case of failure to complete studies within the given period, the registered students shall have a grace period of two years to complete their studies.
- f) The maximum period of registration for PhD students (which is normally a three year programme) shall be six years.
- g) Except under special circumstances, no student shall be allowed to continue with studies after the lapse of the time indicated in this guide.
- h) For students who choose to postpone studies for valid reasons, the postponed time will not count as long as the postponement has been granted by competent authorities.
- i) Students can postpone studies for a period of one year, renewable only once.

- j) Failure to register each academic year shall lead to automatic discontinuation from studies.
- k) Students shall be allowed to be away from the university studies for a maximum of two years if they are to be re-admitted to the same programme and to the year of study where they left off.
- l) Failure to renew registration shall mean automatic suspension from studies in that particular year, but a student may be allowed to register again in subsequent years provided it is within the time limit.

1.6 Credit Transfer

Students wishing to join SAUT for postgraduate studies from other universities may do so under the following conditions:

- (i) Must come from a Higher Learning Institution recognised by TCU and must have endorsement from the releasing institution of study.
- (ii) The student must have passed all core subjects in the releasing institutions. Discontinued students shall not be accepted unless they meet the criteria for re-admission in the releasing institutions.
- (iii) A student must be ready to do any extra courses that the University Senate may deem necessary to guarantee quality standards expected of SAUT candidates.

1.7 Short Term Students

- i. The admission qualifications for short term students shall be similar to those of regular postgraduate students.
- ii. Short-term students shall enrol in their courses for credit and shall be obliged to appear for end-of-semester examinations and to abide with the examination regulations prescribed in the SAUT Academic Regulations and any other relevant regulation in force.
- iii. Short-term students must present a letter of endorsement from their original institutions.
- iv. Short-term students must be registered in any institute of Higher learning with equal status as SAUT or its Constituent colleges and centres.
- v. Short-term students must be ready to pay relevant fees and abide by academic regulations at SAUT or its Constituent colleges and centres
- vi. Short-term students may enrol for training by research alone, in which case they will be assigned supervisors to guide them.

1.8 Research Fellows

Holders of MA and PhD students from other institutions wishing to carry on research activities at SAUT may be allowed to do so under the following conditions:

- i) Must come from recognized higher learning institutions
- ii) Must be endorsed by their original institutions to undertake research at SAUT with the collaboration of local supervisor.
- iii) Must show beforehand what facilities and expertise they wish to use at SAUT.
- iv) Must be ready to pay for services and facilities in accordance with the current rates applicable to SAUT students/researchers.

1.9 Occasional Students

- i) The entry qualifications for occasional students shall be similar to those of regular students.
- ii) Admission for occasional studentship shall be by way of application directed to the Director of Postgraduate Studies, Research and Consultancy. The application for occasional studentship must be supported by at least two referees one of these must be an academic member of staff, who is well acquainted with university teaching and research.
- iii) 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.
- iv) Occasional students shall not be obliged to sit for the end of semester examinations although they are encouraged to do so. They may be allowed to audit various courses.
- v) Occasional students shall pay their fees pro rata, in accordance with the fee structure determined by the Council from time to time.
- vi) Occasional students may register for some undergraduate courses.

1.10 Sandwich Degree Programmes

- i) Students registered with universities with whom SAUT maintains active academic collaboration link in postgraduate training, shall have opportunities to conduct part of their coursework/dissertation/thesis at SAUT as occasional or short-term students depending on the period they wish to stay at St. Augustine University of Tanzania or at its Constituent college and centre.
- ii) Admission into the sandwich programme shall be by way of application lodged at least six months prior to the commencement of the programme. The application shall be

addressed to the Senate through PGSRC and the unit which hosts the programme and shall indicate the duration which the applicant would like to spend at SAUT. The application letter must be accompanied by the following documents:

- (a) Applicant's 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 who are qualified in the field of research which the applicant wishes to undertake.
 - (e) Name of contact person in the department of intended study at St. Augustine University of Tanzania
- iii) Students admitted under the Sandwich studentship shall, prior to commencement of their academic programme/research, be required to:
- (a) Register and pay the due fees of one semester for the period below six months and full academic year fees for the period beyond six months.
 - (b) Obtain Ethical Clearance, if necessary, from their countries and from the relevant authority in Tanzania.
 - (c) Obtain Research Clearance.
- iv) If a student admitted under the Sandwich programme 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 registration.

1.11 Joint Postgraduate Degree Programme (JPDP)

- i. A joint degree programme shall operate under a prior agreed Memorandum of Understanding/Protocol/Agreement between the participating institutions.
- ii. A candidate under the joint degree programme shall be jointly supervised and spend at least **30%** of the entire duration of the programme at each participating institution.
- iii. The candidate must register in each participating university by meeting all admission requirements of the degree in the respective university. A specific programme, providing details of the programme and specifying the grouping of subjects that a

candidate is allowed to pick in the combination of degrees shall be developed and approved by each participating University.

- iv. Programme 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 university.
- v. A special desk shall be established under the DPGS to manage joint programmes in collaboration with the respective programme hosting units.
- vi. The degree certificate awarded to a joint degree candidate shall bear the format (content, style, logos) agreed upon by all participating Universities and shall be dully signed by the statutory organs of all participating Universities. Any dispute arising between the universities/institutions participating in the JP on any matter involving the JP shall be resolved amicably by the participating institutions through their appropriate good offices. In the event the dispute remains unresolved, it shall be referred by either party to the mediator appointed and agreed by both parties. In any case, the candidate shall not be affected by such dispute.

2. MANAGEMENT OF POSTGRADUATE STUDIES

2.1 Standards

There shall be a Management Board of Postgraduate Studies, which shall be made up of a Director, an Assistant Director, two advisory members and an Administrative Sectary. This Management Board shall work as a team to ensure effectiveness in the management of postgraduate studies.

2.2 Term of Office

The Director of the Postgraduate Studies shall be appointed to the office for a period of three years and renewable only once, as stipulated by the university Charter. The Assistant Director and the two advisory members shall be appointed for a term of three years and renewable only once.

2.3 Responsibilities and Duties

The Management Board of Postgraduate Studies shall have the following responsibilities:

- a) Overseeing the development of postgraduate students in the university as a whole and coordinating postgraduate programmes by:
 - i. Managing applications for postgraduate studies.

- ii. Organizing workshops and seminars for postgraduate students and for the entire University as may be necessary.
- iii. Developing policies and regulations on postgraduate studies matters.
- iv. Facilitating postgraduate student's admission processes.
- v. Monitoring progress of postgraduate students.
- vi. Approving external examiners for Theses/Dissertations after consultations with Deans of Faculties/Schools.
- vii. Overseeing administrative arrangement of viva voce for PhD candidates.
- b) Foreseeing the appropriateness (qualifications) of external examiners for postgraduate Dissertations/Theses.
- c) Handling complaints from postgraduate students.
- d) Planning for outreach programmes and collaborations with other universities.
- e) Receiving, reviewing progress report for all postgraduate dissertations/theses.
- f) Foreseeing the appropriateness of external examiners for postgraduate dissertations/theses.
- g) Receiving, reviewing and approving all the postgraduate dissertations/theses in accordance to SAUT's criteria.

3. QUALITY ASSURANCE AND ENHANCEMENT

3.1 Intellectual Property Rights

Each registered postgraduate student shall sign a contract with SAUT declaring that all research findings and innovations done during studentship shall be the property of the St. Augustine University of Tanzania and shall be protected under the Patents Act, Cap 217 [R.E. 2002] and the St. Augustine University of Tanzania Intellectual Property Policy [2008], Plagiarism Policy (2017), and other applicable legal instruments. In that regard, the research shall not be reproduced by any means, in full or in part, except for short extracts within the meaning of fair use, for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Directorate of Postgraduate Studies, on behalf of St. Augustine University of Tanzania or its constituent college or centre where the degree is undertaken.

3.2 Supervision of Theses and Dissertations

Research supervision plays a critical role in encouraging, guiding and inspiring postgraduate students. As such, a prospective supervisor has to clearly understand his/her role to

effectively and properly dispense his/her duties and responsibilities in guiding the students across ‘the uncharted waters’. In that respect, the supervisor is there not to watch, but to encourage, inspire and guide. It is therefore expected that the supervisor will have relevant experience, supervisory skills including the ‘soft skills’ to be effective. In addition, the postgraduate student must endeavour to produce high quality research. This entails being committed to researching, working hard, taking the supervisor’s advice seriously and adhering to rules and regulations governing postgraduate research.

3.3 Assigning Supervisor(s)

Heads of relevant departments shall recommend supervisor(s) for each postgraduate student. For Masters Students, Dissertation/Thesis supervisors shall be approved by the Dean of the Faculty or School after consultation with the Head of Department and Faculty Research Coordinator. For PhD Thesis/Dissertation supervisors, the Head of Department in consultation with the Faculty/School Dean and Research Coordinator shall recommend supervisors for all PhD students, the names of recommended persons together with their Curriculum Vitae shall be forwarded to the Directorate of Postgraduate Studies for evaluation and to the DVCAA who will also evaluate and recommend to the Senate for approval. The Head of Department, therefore, should carefully consider the proposed supervisor’s area of expertise, his/her qualifications and experience before recommending to a supervisory role. Where the study is of a multidisciplinary nature, the Department may, after consultation with the relevant department within the School/Faculty/College/Institute or relevant Department in other Unit/Units, appoint a co-supervisor provided that the total number of supervisors per candidate shall not exceed two (2) for Masters Candidates and four (4) for PhD candidates.

3.4 Training of Supervisors

In order to ensure effective supervision of postgraduate research, the university shall endeavour to provide postdoctoral training in supervisory skills including effective communication, relationship management, time management, life skills, conflict resolution, research philosophy and management, and university policies and practices with respect to postgraduate supervision.

3.5 Ethics and Code of Supervision Process

- i. Students and supervisors must be aware of and comply with the university’s research ethics as determined by the Ethics Committee.
- ii. Supervisors should keep a diary of their interactions with students/Supervisee.

- iii. Where there is more than one supervisor, the principal supervisor must be an active member of the department.
- iv. For the purposes of maintaining high standard of the output, the supervisor should, as far as possible, supervise students only in his/her area of expertise.

3.6 Duties and Responsibilities of a Supervisor

- i. The Supervisor shall ensure that a student maintains satisfactory progress.
- ii. To make sure that the student being supervised receives adequate advice and encouragement on the thesis/ dissertation work at hand.
- iii. To ensure that the work being done on the thesis/ dissertation is reviewed critically and on a continuous basis.
- iv. Shall foster positive attitude and healthy relationship between the supervisor and the student shall ensure that he successfully and timely completes the research work, but also shall aid to identify problems or inadequate work early enough to avoid unnecessary frustrations to the student.
- v. To know the distinction between his/her expected role, when supervising a master degree dissertation/thesis and a PhD degree dissertation/thesis.
- vi. To monitor the student's progress throughout the research period by requesting the candidate to submit periodic reports (every three months for a PhD student) about his/her research progress. The reports may constitute drafts of the final thesis/dissertation. In reviewing them, the supervisor should take the opportunity to advise the candidate on matters of presentation, and if necessary, to make suggestions where modifications are required. If the supervisor does not receive a report from the candidate on his/her research progress, he/she should submit his/her own report to the Head of Department.
- vii. To provide/send feedback to students within a period of three weeks since the student submitted the draft of his or her work.
- viii. To prepare and maintain a consultation timetable with the supervisee.
- ix. To maintain regular consultations with the candidate (at least once every month) to discuss the research work so as to acquaint him/her with the problems encountered by the student and to suggest remedial measures before it is too late.
- x. To ensure that the student under his/her supervision delivers at least one seminar in each year of his/her research.
- xi. To ensure that the student submits a thesis/dissertation of a standard that is acceptable for the intended degree.

- xii. To recommend to the Head of Department the potential external examiners for the student's thesis.
- xiii. To guide the student in revising the thesis/dissertation, in the event that such revisions are recommended by the examiners.

3.7 Postgraduate Research Student's Responsibilities

- i. To maintain regular contacts with the supervisor(s).
- ii. To maintain progress in accordance with the agreed work plan.
- iii. To attend specific taught courses and any other training sessions identified by the supervisor(s).
- iv. To assist in undergraduate teaching at the department and/or College/School/Faculty/Institute, cognisant of the specific terms and conditions of sponsorship.
- v. To make regular presentations on progress to the supervisor, departmental seminars, and specified group(s), as required by the supervisor/department.
- vi. To familiarise and abide with research ethical issues and the Health and Safety Regulations for his/her welfare and that of colleagues.
- vii. To decide, after consultation with the supervisor, when to submit the thesis/dissertation.
- viii. To exercise the highest level of maturity, honesty and integrity in all curricular and extra-curricular activities.

3.8 Conflict Resolution During Supervision

In the course of the student's research, a situation may develop where one or more of the following may happen:

- i) A breakdown in communication between the student and the supervisor.
- ii) Personal clashes and conflicts between the student and the supervisor.
- iii) A hostile relationship between the student and the supervisor.

When such a situation occurs, the supervisor and/or the student should report the problem, in writing, to the Head of Department, with a copy to the Principal/Dean/Director of the relevant College/School/Faculty/Institute and the Director of Postgraduate Studies. The Head of Department should study the nature of the problem and recommend to the Principal/Dean/Director and subsequently to the Director of Postgraduate Studies, one of the following actions:

- a) The student be warned, in writing, about his/her weaknesses or conduct (if it is established that s/he is the cause of the problem).
- b) The student be transferred to another supervisor (where possible and necessary).
- c) The supervisor be informed about his/her weaknesses (if it is established that the supervisor is the source of the problem). Depending on the severity of the problem, the supervisor may continue to guide the student, or alternative 'b' be followed.
- d) If alternative 'b' is applied and there happen to be no any other person in the department with the expertise in the student's research area, the Head of Department shall establish an advisory team to guide the student.
- e) Any other reasonable action, including instituting disciplinary proceedings against the student and/or supervisor.

3.9 Supervision Load and Remuneration

- i. Every academic member of staff with the qualification of a PhD shall be eligible for supervision of postgraduate students.
- ii. Each Academic Unit (department/faculty/college/school/institute) shall establish its postgraduate supervision capacity annually and shall aim at meeting this target.
- iii. The number of students/supervisees per supervisor shall depend on the supervisor's rank, his/her teaching load and duties assigned to him/her in the department/college/faculty/school/institute. In any case, the total number of postgraduate students per supervisor should not exceed ten students per year.
- iv. The Research Coordinator in consultation with the Head of Department and Faculty/School Dean shall allocate and monitor the number of students each supervisor has in terms of agreed target (Applicable for Masters Students Supervision only).
- v. The supervisor shall, in consultation with students under his supervision, allocate number of hours per week/month to each student.
- vi. In appreciation for the supervisor's work, the university shall do the following:
 - a) Pay an annual supervision allowance to each supervisor as determined by the University Council. The remuneration of the supervision allowance shall not be dependent on the student's fate. (i. e. the supervisor shall be paid the allowance even if the candidate fails).
 - b) Give the supervisor a copy of the candidate's thesis/dissertation as his/her permanent record of the work he/she has supervised.

4. REGULATIONS ON THESES/DISSERTATIONS

4.1 General Regulations

All Master and PhD students shall be required to submit a thesis/dissertation in partial fulfilment of the degree requirements, within the period prescribed in their respective programme, as stipulated here below:

- i. Prior to commencement of data collection, student must seek and obtain a research clearance issued by the Vice Chancellor.
- ii. The dissertation and thesis shall be examined by both internal and external examiners. External examiners should be at a rank of senior lecturer and above and should be an active academic staff in higher learning institutions.
- iii. The grade for the dissertation shall contribute to the final grade point average (GPA).
- iv. Each PhD candidate shall be required to publish one paper from their thesis in an accredited journal before they can be allowed to graduate.

4.2 Notice of Intention to Submit a Dissertation or Thesis

Prior to submission of the dissertation/thesis for examination, the student shall, at least three months prior to submission, through the supervisor, Department and College/Faculty/School/Institute, give notice in writing to the Director of PGS, expressing intention to submit the Dissertation/Thesis. This notice shall be submitted using form SAUT/PG.F6.

4.3 Academic Dishonesty

Acts of academic dishonesty/plagiarism shall not be tolerated. The term 'plagiarism' shall be understood to mean the presentation of another person's works (published or not), ideas or creation from any source as if they are one's own ideas, previously published or not, without disclosing or acknowledgement and shall be of three categories:

Category 1:

This category comprises of blatant instances of plagiarism and shall include instances where the assignment or written material of another person is taken over blatantly and submitted for examination or assessment without any acknowledgement, for example:

- (i) Handing in someone else's work with or without his or her permission.
- (ii) Word-for-word repetition of sentences and/or paragraphs from someone else's work, including the work of a fellow student with or without his or her permission, and class notes (oral or written) received from a lecturer.

- (iii) Repetition with the alteration of selected words or phrases of sentences and/or paragraphs from someone else's work, including the work of a fellow student with or without his or her permission and class notes (oral or written) received from a lecturer.
- (iv) Direct translation of sentences and/or paragraphs from someone else's work, including the work of a fellow student with or without his or her permission and class notes (oral or written) received from a lecturer.
- (v) Presentation of data developed or collected by someone else without acknowledging the original researcher(s) and source(s) of the information.
- (vi) Handing in a one's own original work or parts of a work that has already been submitted for another module or programme without indicating where the material was originally used.

Category 2

This category shall comprise of relatively less serious instances where sources are dealt injudiciously – in terms of plagiarism – but which in the nature of things still count as plagiarism and shall include such acts as:

- (i) Repeating ideas from someone else's work in one's own words without acknowledging the original source.
- (ii) Using any translation programme from either the Internet or any other source, even in presenting one's own ideas in a foreign language (e.g. German or French), in fields of study where the use of a foreign language forms part of the assessment process.

Category 3

This category shall cover plagiarism that reveals aspects of carelessness or inaccuracy in using and acknowledging sources and shall include such instances as:

- (i) Incomplete or inconsistent references to sources.
- (ii) Omitting the acknowledgement of sources in some parts.

4.4 Detection of Plagiarism

- i. The student under his/her supervisor shall be required to verify that the research work is original by subjecting it to plagiarism detection software as stipulated in the plagiarism policy.
- ii. The cut-off point for the purpose of these regulations shall be 30% excluding genuine cases referred in the text such as own publications, references, bibliography and preliminary pages. The originality report of more than 30% shall indicate that plagiarism has occurred.

4.5 Disciplinary Measures

- 1.2.1 The supervisor who fails to detect plagiarism shall be required to provide an explanation in writing to the Higher Degree Committee to why disciplinary measures should not be commenced against him/her and the student involved in accordance with SAUT plagiarism policy.
- 1.2.2 Where student submit dissertation or thesis for examination and is found to have been plagiarized, his/her case shall be presented to the relevant Disciplinary Bodies in accordance with established SAUT academic regulations and Plagiarism Policy.
- 1.2.3 Without prejudice to regulation (ii) above, any student found guilty of plagiarism shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies.
- 1.2.4 Where a student is found to have plagiarized coursework assignment, the examiner shall give a candidate a written warning through the Head of Department.

4.6 Examination of Theses/Dissertations

4.6.1 General regulations

- i. All master degree candidates must present their dissertation/thesis to the department of Postgraduate Studies Committee for approval prior to submission to external examination.
- ii. The internal examiner must be a member of the academic staff of the University/University College. The candidate's supervisor may not act as the internal examiner.
- iii. Department/Colleges/Schools/Faculty/Institutes shall be responsible for transmission of theses/dissertations to the internal and external examiner.
- iv. The examiners shall evaluate and grade the thesis/dissertation in accordance with the criteria prescribed in the SAUT theses/dissertation grading form (SAUT/PG.F7a).
- v. The examiners shall be required to submit detailed reports on the thesis/dissertation within a period of two months from the date of receipt of theses/dissertations.
- vi. The examination report shall contain a detailed description and focus as per SAUT theses/dissertations grading form (SAUT/PG.F7b) and shall contain a definite recommendation for one of the following actions:
 - (a) The degree be awarded to the candidate unconditionally.
 - (b) The degree be awarded subject to typographical corrections/minor revisions.

- (c) The degree be awarded subject to substantial corrections and revisions as indicated in the examination report.
 - (d) The degree not be awarded, but the candidate may be allowed to revise and re-submit the thesis/dissertation for re-examination within maximum period of registration.
 - (e) The thesis/dissertation be rejected outright.

- vii. The internal examiner who fails to submit the report within the period prescribed in regulation (vi) shall be required to give explanation for the delay. The explanation shall be in writing and shall be addressed to the PGS. If the report of any of the examiners has not been received at the expiry of three months from the date of receipt of the thesis/dissertation, a new examiner shall be appointed.
- viii. On receipt of the examiner's report, the Department will evaluate the overall performance of the student by comparing the marks awarded by the internal and external examiners and thereby enter an overall mark on Departmental Overall Evaluation Report on Masters/PhD Thesis/Dissertation (SAUT/PG.F8). The report shall then be transmitted to the Postgraduate Studies Committee.
- ix. On receipt of the report, the Postgraduate Studies Committee shall determine the student's thesis/dissertation final grade.
- x. Where the examiners differ significantly in their overall recommendation (one passes and one fails the candidate or a difference of two grades), the Postgraduate Studies Committee shall examine the case and recommend one of the following actions:
 - (a) The recommendation of the external examiner be adopted.
 - (b) An additional independent external examiner, without knowledge of the previous examiners' assessments, be appointed and shall form basis of determining whether the student passes or fails the thesis/dissertation.
- xi. A dissertation or thesis passed subject to typographical corrections/minor revisions must be submitted for degree award within one month from the date of the Senate's approval of the examination results. A student will be enrolled for graduation only after they have completed the corrections recommended during the defence and have been verified by the supervisor as internal examiner.
- xii. A dissertation or thesis passed subject to substantial corrections and revisions must be submitted for degree award within three months from the date of the Senate's

- approval of examination results, and after verification of the supervisor and internal examiner.
- xiii. Only candidates whose theses have been passed in accordance with regulations vi (a) through (c) shall be allowed to appear for *viva voce* examination.
 - xiv. A thesis/dissertation not accepted in accordance with regulation vi (d) must be re-submitted for examination within nine months from the date of the Senate's approval of examination results.
 - xv. A candidate whose thesis/dissertation is rejected in accordance with regulation vii (f) shall be discontinued from studies.
 - xvi. A candidate who fails without reasonable cause, shall be required to submit a postgraduate degree dissertation/thesis within the period stated in xv above otherwise he/she shall be discontinued from studies.
 - xvii. Where the examiners are not in agreement in their overall recommendation after resubmission, regulation x shall apply.
 - xviii. The university shall pay honoraria to the internal and external examiners at the rate to be determined by the University Council from time to time and upon receiving detailed reports of the thesis/dissertation under examination. The claims shall be made through filling in forms SAUT/PG.F9 for Internal and external Examiners.
 - xix. Subsequent publications from a thesis/dissertation submitted for a master degree of St. Augustine University of Tanzania must contain a statement that the work is based on a thesis/ dissertation submitted to the university.

4.6.2 Dissertation defence for Master Degree

- i) A student shall, in addition to writing a thesis, appear for a defence examination.
- ii) The defence shall take place only after the PGS committee is satisfied that the thesis/dissertation submitted by the student is considered by the examiners to be satisfactory.
- iii) The questions to be asked in the defence shall primarily focus on the candidate's thesis research area. Questions in peripheral areas are also encouraged, if they help to establish the student's level of academic maturity on the thesis subject matter.
- iv) Members of the defence panel shall therefore be selected as to ensure that sufficiently qualified and experienced scholars in the research or related area examine the candidate.
- v) The defence for a master degree shall be conducted by a panel comprising of at least five, but not more than seven examiners, who shall be proposed by the Head

- of Departments where the student is registered and recommended by the Principal/Dean/Director of the relevant College/School/Faculty/Institute for appointment by the Director of PGS. The defence panel shall be approved by the PGS committee during approval of the external and internal examination reports.
- vi) The PGS shall, on behalf of the Senate, set the date of examination at least two weeks before.
 - vii) The Head of Department/Unit must notify the student in writing regarding the defence arrangements at least two weeks before, with copies to the Principal/Dean/Director and the Director of Postgraduate Studies.
 - viii) The composition of the defence panel shall be as follows:
 - (a) Chairperson nominated by the Head of Department.
 - (b) Internal Examiner who did not guide the research.
 - (c) Student's supervisor.
 - (d) Head of the relevant Department (or his/her appointee).
 - (e) Two other members appointed by the respective College/School/Faculty/Institute.
 - ix) Members of the public may be allowed to attend the defence as observers especially from the department.
 - x) Quality Assurance representative shall be invited to attend as an observer.
 - xi) The duration of dissertation/thesis defence for master degrees shall not exceed two hours.
 - a. 30 minutes of presentation
 - b. 1 hour of questions and answers
 - c. Thirty (30) minutes of deliberations and decision by the examining panellists.
 - xii) The Head of Department should nominate one person from the relevant department to be the recorder of Dissertation/Thesis defence.
 - xiii) The proceedings of the defence, vetted by the panel chairperson, must be ready within two weeks after the date of the defence.
 - xiv) The *viva voce* panellists shall be provided with full texts of the examiners' reports and copies of the student's thesis at least two weeks before the date of the oral examination. The College/School/Institute shall ensure availability of copies of the thesis.
 - xv) The function of the *viva voce* shall be to ascertain that the thesis presented fulfils the following criteria:

- (a) The thesis is the original work of the candidate.
 - (b) The broader subject area in which the study is based is fully grasped by the candidate.
 - (c) Any weaknesses in the thesis are adequately clarified by the candidate.
 - (d) A definite recommendation is made to the Senate through the PGS as to whether the candidate should be declared as having Passed or Failed.
- xvi) Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote shall be required for passing the defence.
- xvii) Where there is a disagreement between the recommendation of the thesis examiners and the *viva voce* examiners, the PGS shall study the case and recommend to Senate one of the following options:
- (a) The candidate revises and re-submits the thesis and subsequently re-appears for another defence within a specified period, but not exceeding 6 months since the date of the decision by Senate; or
 - (b) The candidate is deemed to have failed outright.
- xviii) At the end of the *defence*, the panel members shall sign a *viva voce* Examinations Results Form SAUT/PG.F10 giving a specific recommendation to PGS on the candidate's performance with a definite recommendation for one of the following actions:
- a) The Candidate **PASSES** and no additional corrections in the thesis/dissertation are required.
 - b) The Candidate **PASSES** subject to making minor corrections and revisions in the thesis/dissertation as stated in the *viva voce* proceedings, *within one month*.
 - c) The Candidate is referred to make substantial corrections and revisions as stated in the *viva voce* proceedings *within three months*, and at least two *viva voce* panellists must certify that the corrections have been done as directed.
 - d) The Candidate fails but should be given another chance to resubmit and defend the thesis/dissertation after eliminating the weaknesses detailed in the *viva voce* proceedings within six months.
 - e) The Candidate fails outright.

- xix) The Chairperson of the panel shall also submit to PGS a comprehensive report approved by the oral panellists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions.
- xx) Whereupon, each panellist in the *viva voce* examination shall receive an honorarium at the rate approved by the University.
- xxi) The final decision on the award of the postgraduate degree shall be made by the Senate on the recommendation of the DPS.
- xxii) Without prejudice to Regulation xviii (d) where a candidate fails the thesis/dissertation examination or viva voce examination and re-submit the thesis for re-assessment, the maximum grade to be awarded shall be a “B” grade.
- xxiii) The dissertation/thesis rejected by Examiners after re-submission shall not be accepted for re-examination at St. Augustine University of Tanzania.

4.6.3 Examination of PhD Theses/Dissertations

4.6.3.1 Submission of a PhD Thesis/Dissertation

- i. The PhD degree examination requires the submission of a thesis by the candidate, embodying the results of the research.
- ii. PhD thesis/Dissertation cannot be submitted without publishing at least one journal paper from the work in an accredited journal. The paper must be attached as an appendix on the submitted thesis.
- iii. The PhD thesis/dissertation maybe submitted either as a single monograph or journal papers in which case:
 - (a) The candidate shall submit at least 4 journal papers with introduction and conclusion chapters.
 - (b) Two of the journal papers must be published in an accredited journal.
 - (c) The candidate must be the principal author in all journal papers submitted for the award of a PhD degree.
- iv. Regardless of the form of submission, the thesis shall be an original contribution to the field of research by the student, regardless of the form of the thesis.
- v. For thesis by papers, the student should use the introductory section of the thesis to explain and justify in full the nature and extent of his/her own contribution and the contribution of co-authors and other collaborators to the publications presented, and the following should be observed:

- (a) A significant proportion of the researched materials should be derived from original research undertaken after the date the student initially registered with this university.
- (b) The papers shall be inserted and that the pagination sequence should flow throughout the thesis.
- vi. All PhD candidates must present their thesis to the departmental postgraduate studies committee for it to approve that the thesis is ready for external and internal examination.
- vii. No student may be permitted to submit a thesis for the PhD degree in less than 24 months from the date of registration.
- viii. At least three months before the thesis/dissertation is submitted, the student shall, through the supervisor, give notice of intention to submit the thesis/dissertation. He/she should do this in writing to the director of PGS using form SAUT PG.F5 submitting, at the same time, the proposed title and an outline of the plan and general scope of the thesis.
- ix. Every thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format and text presentation. The thesis must contain a one-page abstract, which shall concisely indicate the problem investigated, the procedures, research methods employed, the general results, new contributions made, and the major conclusions reached.

4.6.4. Examination of Theses and Award of a PhD Degree

- i. The Senate shall appoint, on the recommendation of the relevant Department/College/School/Faculty/Institute and the PGS, at least two qualified examiners, one of whom shall be External to St. Augustine University of Tanzania. The Examiners shall be required to assess the thesis following standards prescribed by St. Augustine University of Tanzania. The internal examiner shall be an expert not involved in the research supervision from the respective department.
- ii. The Examiners shall be required to submit independent reports on the PhD thesis as prescribed under the master degree programme, as stipulated here below:
 - (a) The examiners shall be required to submit their detailed reports on the thesis within a period of two months from the date of receipt of the thesis.

- (b) If the reports are not received within three months, new examiners shall be appointed.
 - (c) An internal examiner who fails to submit the report within two months shall be required to show cause for delay. The explanation shall be in writing and shall be addressed to PGS.
- iii. The thesis should show evidence that the candidate has made an original and significant contribution to knowledge, and each examiner shall submit a summary of the report on the thesis using form SAUT/PG.F11 with a definite recommendation for one of the following actions:
- (a) The PhD degree be awarded to the candidate unconditionally.
 - (b) The degree be awarded subject to typographical corrections and/or minor revisions.
 - (c) The degree be awarded subject to making major revisions and corrections as recommended.
 - (d) The degree should not be awarded, but the candidate be allowed to revise and resubmit the PhD thesis for re-examination after a further period of study and/or research.
 - (e) The degree should not be awarded, but the candidate be permitted to re-submit the work in a revised form for a master degree award.
 - (f) The thesis be rejected outright.
- iv. Where the examiners are not in agreement in their overall recommendation, PGS shall consider the case and recommend one of the following actions:
- (a) The recommendation of the External Examiner be taken.
 - (b) Two other external examiners be appointed.
- v. An Assessment by additional independent examiners shall form basis of determining whether the candidate passes or fails the thesis/dissertation.
- vi. A student whose thesis examiners are either in disagreement or have recommended revision and resubmission, may on the recommendation of the Department/College/School/Faculty/Institute Board, transfer registration to a relevant existing master degree programme.
- vii. The university shall pay honoraria to the external examiners at rates to be determined by Council from time to time and upon receiving detailed reports and summary reports of the thesis under examination.

- viii. A thesis not accepted as per regulation iii (d) above must be re-written and re-submitted for re-examination within 18 months.
- ix. Students who fail to submit their thesis within the period stated in regulation viii above shall be discontinued from studies.

4.6.5 Viva voce Examination for PhD Candidates

- i. In addition to writing a thesis, the PhD candidate shall appear for a *viva voce* examination.
- ii. The *viva voce* examination shall take place only if the Thesis/Dissertation has been externally examined by at least 3 professionals in the field of study other than the supervisor and considered by the examiners to be of acceptable standard.
- iii. The questions in the *viva voce* examination shall primarily focus on the student's thesis/Dissertation research area.
- iv. Members of *viva voce* panel shall be so selected as to ensure that the student is examined by sufficiently qualified and experienced scholars in the research or related area.
- v. Composition of the *viva voce* panellists shall comprise of at least six people, but not more than six examiners, who shall be appointed by the PGS committee during approval of the External and Internal examination reports on the recommendation of the Principal/Dean/Director of the relevant College/School/Faculty/Institute, and of the head of the relevant department where the student is registered. The composition of the *viva voce* panel shall be as follows:
 - 1. Chairperson (To be appointed by the chairperson of the Senate, the chair person will NOT have the voting Power).
 - 2. External Examiner who examined the thesis (or his/her representative).
 - 3. Internal Examiner who examined the thesis/dissertation/or his representative.
 - 4. One of the student's supervisors
 - 5. Director of Postgraduate Studies
 - 6. Head of Department or his Appointee.

The other supervisor(s) and the Dean of the Faculty/School shall be invited to the *viva voce* examination as observers. They shall neither have voting power nor ask questions.

- vi. The Chairperson of the viva voce panel, who need not be a specialist in the candidate's thesis/dissertation area, shall be a senior academician (Senior Lecturer, Associate Professor or full Professor).
- vii. The head of the department shall appoint a recorder of the viva voce examination proceedings.
- viii. The *viva voce* panellists shall be provided with the examiners' reports, and copies of the candidate's thesis, at least two weeks before the date of the viva voce.
- ix. The function of the *viva voce* shall be to ascertain that:
 - (a) The thesis presented (the data, methodology, analysis and findings) is the original work of the candidate.
 - (b) The broader subject area in which the study is based is fully grasped.
 - (c) Any uncertainties or weakness in the thesis can be adequately clarified by the candidate, and make a definite recommendation to the DPGS and Senate as to whether the candidate has passed or failed.
- x. The duration of the *viva voce* examination shall normally not exceed three hours.
 - Maximum of 45 minutes of presentation
 - Maximum of 2 hour of questions and answers
 - Maximum of 15 minutes of panellists' deliberations and decision
- xi. Where the panellists are unable to reach a consensus as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote in favour of passing the candidate shall be required for passing a *viva voce* examination.
- xii. At the end of the *viva voce* examination, the panel members shall sign a *viva voce* Examinations Results Form SAUT/PG.F12 giving a specific recommendation to DPS on the candidate's performance with a definite recommendation for one of the following actions:
 - (a) The candidate **PASSES** and no additional corrections in the thesis are required.
 - (b) The candidate **PASSES** subject to making minor corrections and revisions in the thesis/dissertation as stated in the *viva voce* proceedings, *within three months*.

- (c) The candidate is referred to make major corrections and revisions as stated in the *viva voce* proceedings *within six months*, and at least two *viva voce* panellists must certify that the corrections have been done as directed.
- (d) The candidate fails but should be given another chance to resubmit and defend the thesis after eliminating the weaknesses detailed in the *viva voce* proceedings *within nine months*.
- (e) The Candidate fails outright.
- xiii. The Chairperson of the panel shall also submit to PGS a comprehensive report approved by the *viva voce* panellists, indicating the decision and recommendation given to the candidate.
- xiv. Whereupon, each panellist in the *viva voce* examination shall receive an honorarium at the rate to be determined by the University Council.
- xv. Where there is disagreement between the recommendations of the thesis examiners and those of the *viva voce* panellists, the PGS shall carefully study the case and recommend to Senate one of the following actions:
 - (a) The candidate revises and re-submits the thesis and subsequently re-appears for a further oral examination, within a specified period, but not exceeding 12 months from the date of the decision by Senate; or
 - (b) The candidate be deemed to have failed outright.
- xvi. Without prejudice to regulation xv (a) where a candidate fails the thesis examination or *viva voce* examination and re-submit the thesis for re-assessment, the maximum grade to be awarded shall be a “B” grade.
- xvii. Senate shall make the final decision on the PhD degree award to the candidate, on the recommendation of the PGS.

4.7 Complaints and Appeals

SAUT has in place procedures for dealing with complaints and appeals as stipulated in the SAUT Academic Regulations 2018. The acceptable grounds for complaints and appeals are clearly defined, and easily accessible, and the procedures for complaints and appeals shall be fair, clear to all, robust and consistently applied.

- (a) Academic appeals and complaints procedures shall be conducted in a timely and fair manner in accordance to the SAUT Academic Regulations 2018.
- (b) The university shall ensure that appropriate action is taken following an appeal or complaint.

- (c) The institution monitors and evaluates the effectiveness of their appeals and complaints procedures, and reflects on the outcomes of those procedures for enhancement purposes.
- (d) The university shall have separate procedures for investigating and considering complaints, appeals and disciplinary action.
- (e) The university shall ensure that suitable briefing and support is provided for all staff and students involved in handling or supporting complaints and appeals.
- (f) Complaints and appeals shall be settled through Department/School/Faculty/College and Board of Postgraduate Studies procedures.
- (g) In exceptional circumstances, appeals may proceed to the University.

4.8 Withholding or Revocation of a Degree

SAUT shall put in place clear, fair and transparent rules, regulations and procedures governing the withholding/revocation of a degree.

- a) SAUT has the authority to withhold or revoke a Master/PhD degree in accordance to clearly stipulated policies, rules and regulations that are publicly disseminated.
- b) An institution may withhold a Master/PhD degree for:
 - i) Academic reasons such as failing grades or academic dishonesty;
 - ii) Non-academic reasons such as failure to pay tuition or other stipulated fees; and
 - iii) Social misconduct that the institution disapproves.
- c) The university may revoke a degree in the event that a case is brought after graduation and there is substantial evidence, for actions that occurred before graduation but were unknown at the time that the holder of the degree plagiarized his/her thesis or dissertation; and the holder of the degree was convicted of grievous criminal acts such as fraud or murder.

5. DEPLOYMENT OF POSTGRADUATE STUDENTS AS TEACHING OR TECHNICAL ASSISTANTS

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

- i. Unless clearly provided for in the conditions of their scholarship, or otherwise directed by the Deputy Vice Chancellor for Academic Affairs, postgraduate students shall generally be under no obligation to teach. Equally, Departments/Units are not obliged to engage postgraduate students in teaching courses at the university.
- ii. If need be, the Head 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.
- iii. A postgraduate student wishing to be 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 he/she wants to be engaged in.
- iv. 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 provisions of technical assistance.
- v. To ensure that teaching standards are maintained, the selection process carried out at the Department/Units 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.
- vi. Departments/Units shall draw up a matrix of teaching or technical assistants' 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.
- vii. Postgraduate students engaged in teaching shall abide to and will be bound with the applicable university policies and procedures. The engagement of postgraduate students as teaching or technical assistants shall not extend to designing course outlines or curriculum.
- viii. Postgraduate students deployed as teaching or technical assistants shall, under the supervision of a senior member of academic staff at the Department/Unit be engaged in conducting tutorials, seminars, studios, invigilating tests and examinations, and marking tests and examinations.

- ix. Head of Department shall be responsible of initiating and overseeing the training and the deployment of postgraduate students as teaching or technical assistants at the Department/Units.
- x. Departments/Units 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.
- xi. Payment to postgraduate students engaged in teaching or provision of technical services shall be in accordance with the terms and conditions of the scholarship.
- xii. The University may waive fees or any portion of monies due to the university to postgraduate students who have been deployed in teaching or providing technical assistance at the University in accordance with these Guidelines.
- xiii. Coordinators of courses, in consultation with Heads of Departments where a postgraduate student is allocated teaching responsibilities or provision of technical assistance shall give careful consideration as to whether or not the student should be involved in marking and assessments.
- xiv. Departments/Units shall put in place adequate guidance, including clear criteria and marking schemes where appropriate, and make these available to the teaching or technical assistants.
- xv. Marking or grading done by postgraduate students shall be closely and comprehensively monitored and moderated by the course Coordinator and the Head of Department.
- xvi. Postgraduate students may be deployed by Departments/Units only for purposes of assisting in invigilation of university examinations and shall be under the guidance of an academic member of staff who is the main invigilator.
- xvii. Postgraduate students shall be given an inductive course in invigilation procedures and regulations of the university by the Units before being deployed to invigilate examinations.
- xviii. Departments/Units may invite postgraduate teaching and technical assistants to attend Departmental Meetings as ex-officio members but they shall have no right to vote.
- xix. The engagement of postgraduate students as teaching or technical assistants shall automatically terminate once the student ceases to be registered as a Postgraduate Student at the university or whenever the teaching or provision of technical assistance activities have been completed.

- xx. The University may withdraw its offer to engage students in teaching or provision of technical assistance or discontinue the engagement without prior notice where:
 - a. It is established, after consultation with the student's supervisor, that teaching or provision of technical assistance is interfering with the student's studies.
 - b. The student regularly fails to carry out assigned tasks and duties related to teaching or provision of technical assistance that they have accepted without providing prior notice.
 - c. The standard of performance/conduct is deemed to be unsatisfactory by the Unit.
- xxi. Where a student is discontinued for any of the circumstances above, such student shall be notified in writing, giving the reasons for ending the engagement.

7. RESEARCH FINDINGS' DISSEMINATION AND THESIS/ DISSERTATION REPOSITORY

- i) To fulfil the requirements for the award of a postgraduate degree, in addition to preparing a thesis/dissertation, postgraduate students' final product of their studies shall be deposited for public consumption in repositories.
- ii) When the thesis/dissertation is complete, postgraduate students shall submit an electronic copy of their thesis/dissertation as well as hard copy. One copy shall be given to the library while another copy shall be left to the Directorate for Postgraduate Studies and the department.