

**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES**



**GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE  
PROGRAMMES**

**DIRECTORATE OF POSTGRADUATE STUDIES**

**JUNE, 2016**

# INTRODUCTION

Muhimbili University of Health and Allied Sciences (MUHAS) offers postgraduate training programmes in various health disciplines. These programmes are co-ordinated by the office of the Director of Postgraduate Studies.

## **Vision**

*A directorate excelling in training and supplying of quality and highly competent specialists and super-specialists to meet the national and regional needs in health and related fields.*

## **Mission**

*To provide in Tanzania a place where competent specialists and super-specialists in health and allied sciences will be trained to meet the national and regional needs for health, research and quality services.*

This handbook provides information to teaching faculty, postgraduate students (current and prospective), potential applicants, sponsors and the public at large on postgraduate programmes that are currently offered at MUHAS. In addition, it also describes the application procedures, criteria for admission, registration, assessment and student supervision.

For each programme, more detailed information on its structure and other programme specific requirements are found in the University Postgraduate Prospectus.

Any additional enquiries regarding postgraduate studies at the MUHAS should be directed to:

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## **PREFACE**

Currently, the University has Postgraduate academic programmes in five Schools and one Institute. At present, there are more than 67 programmes leading to Master degree as well as PhD and Postdoctoral programmes in various disciplines. The regulations and guidelines presented here are intended to assist postgraduate students and their supervisors in planning a training and research experience of high standard worth of the intended award.

This document was prepared by the Senate Higher Degrees Committee (SHDC) of the Muhimbili University of Health and Allied Sciences with inputs from the Schools, Institutes and Directorates. It contains information on the minimum admission criteria to the various postgraduate training programmes including duration of training, application, admission and registration procedures, student assessment and supervision. It also provides guidelines on the criteria for the award of higher doctorate degrees at this University.

This handbook has ten chapters: Chapter one provides an outline of the available programmes. Detailed description of the procedures for registration, admission, assessment, and programme completion criteria for specific postgraduate programmes are given in Chapter two (Master by Coursework and Dissertation), Chapter three (Master by Research and Publication), Chapter four (Master of Science Super-Specialization), Chapter five (PhD programmes), Chapter six (Post-doctoral programmes) and Chapter seven (Higher Doctorate Degrees). Other forms of postgraduate studentship, including short-term studentship, are detailed in Chapter eight. Guidelines and procedures on postgraduate supervision are described in Chapter nine. Chapter ten contains additional guidelines and procedures for postgraduate degree programmes. At the end of the book, appendices are attached that include, among others, standard forms used in student assessment and guidelines for preparation of dissertations and thesis.

Starting from the academic year 2012/2013, all taught Postgraduate programmes and courses are structured in modularized competency-based curricula. More details on the programmes and courses that are offered are given in the University Postgraduate Prospectus under the respective Schools and Institutes. Therefore for completeness this handbook should be read in conjunction with the Prospectus.

It is hoped that the handbook will be a useful reference document for prospective and continuing postgraduate students, their supervisors, the University Community and the public at large.

The Director,  
Postgraduate Studies  
June, 2016

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## LIST OF ABBREVIATIONS

AE	Applied Epidemiology
Comm. Dentistry	Community Dentistry
Comm. Health	Community Health
Crit. Care	Critical Care
DPGS	Director of Postgraduate Studies
DRP	Director of Research and Publications
EOH	Environmental and Occupational Health
GPA	Grade Point Average
Haemat. and BT	Haematology and Blood Transfusion
HIM	Health Information Management
HPM	Health Policy and Management
MA	Master of Arts
Maxillof. Surg.	Maxillofacial Surgery
MDent	Master of Dentistry
Micro/Immuno	Microbiology and Immunology
MMed	Master of Medicine
MPH	Master of Public Health
MPharm	Master of Pharmacy
MSc	Master of Science
MScN	Master of Nursing
MUCHS	Muhimbili University College of Health Sciences
MUHAS	Muhimbili University of Health and Allied Sciences
MUHAS/PG.F	Muhimbili University of Health and Allied Sciences Postgraduate Form
O/T	Orthopaedics and Traumatology
Obs. and Gyn.	Obstetrics and Gynaecology
Oral Path	Oral Pathology
ORL	Otorhinolaryngology
PhD	Doctor of Philosophy
Rest. Dent.	Restorative Dentistry
SHDC	Senate Higher Degrees Committee
Trad Med Dev	Traditional Medicines Development

# CHAPTER ONE

## POSTGRADUATE PROGRAMMES

### 1.1 Master Degree Programmes

A number of Master degree programmes are offered at MUHAS. Based on the modality of training, these Master degree programmes are broadly divided into three categories:-

- (i) Master degree programmes by Coursework and Dissertation
- (ii) Master degree programmes by Research and Publications
- (iii) Master of Science Super-specialization

Graduating students will be awarded Master of Medicine, Master of Dentistry, Master of Science, Master of Science Super-specialization, Master of Pharmacy, Master of Public Health, Master of Bioethics and Master of Arts, depending on the field of study.

The duration of Master degree programmes at MUHAS ranges between one and three years. Specific durations and modality of training of the different Master degree programmes are as follows:-

- (i) One-year academic programmes (by Coursework and Dissertation) leading to Master of Public Health (MPH) Regular track.
- (ii) Two-year academic programmes (by Coursework and Dissertation) leading to Master of Public Health (MPH) Executive track, Master of Public Health (MPH) Distance Learning, Master of Bioethics (MBE), Master of Arts in Health Policy and Management (MA – HPM) and Master of Pharmacy (MPharm).
- (iii) Two-year academic programmes leading to Master of Science (MSc) by Coursework and Dissertation or Research and Publication. All MSc programmes by Coursework and Dissertation are pre-named. The MSc programmes by Research and Publication will be named in accordance with their respective study topics, e.g; MSc in Nutrition.
- (iv) Three-year academic programmes (by Coursework and Dissertation) leading to Master of Medicine (MMed) and Master of Dentistry (MDent).
- (v) Two-year post-MMed programmes (by Coursework and Graded clinical audits) leading to MSc Super-Specialization.

These Master degree programmes are offered in various Schools and Institutes at MUHAS as follows:-

#### 1.1.1 School of Medicine

The School of Medicine offers three types of Master degree programmes, namely; Master of Medicine (MMed), Master of Science (MSc) and Master of Science Super-specialization.

##### 1.1.1.1 Master of Medicine

- (i) Anaesthesiology (MMed Anaesthesiology)
- (ii) Anatomical Pathology (MMed Anat Path)
- (iii) Clinical Oncology (MMed Oncol)

- (iv) Emergency Medicine (MMed Emerg Med)
- (v) Haematology and Blood Transfusion (MMed Haemat and Blood Trans)
- (vi) Internal Medicine (MMed Int Med)
- (vii) Microbiology and Immunology (MMed Micro/Immunol)
- (viii) Obstetrics and Gynaecology (MMed Obs and Gyn)
- (ix) Ophthalmology (MMed Ophthal)
- (x) Orthopaedics and Traumatology (MMed Ortho. Trauma)
- (xi) Otorhinolaryngology (MMed ORL)
- (xii) Paediatrics and Child Health (MMed Paed and Child Health)
- (xiii) Psychiatry and Mental Health (MMed Psych and Ment Health)
- (xiv) Radiology (MMed Radiology)
- (xv) Surgery (MMed Surgery)
- (xvi) Urology (MMed Urology)

#### **1.1.1.2 Master of Science**

- (i) Anatomy (MSc Anatomy)
- (ii) Biochemistry (MSc Biochemistry)
- (iii) Clinical Pharmacology (MSc Clin. Pharm)
- (iv) Clinical Psychology (MSc Clin Psychology)
- (v) Microbiology and Immunology (MSc Microbiol/Immunol)
- (vi) Physiology (MSc Physiology)

#### **1.1.1.3 Master of Science Super-specialisation**

- (i) Cardiology (MSc Cardiology)
- (ii) Haematology and Blood Transfusion (MSc Haemat and Blood Trans)
- (iii) Medical Gastroenterology and Hepatology (MSc. Med . Gastro. Hepatol)
- (iv) Nephrology (MSc Nephrology)
- (v) Neurology (MSc Neurology)
- (vi) Neurosurgery (MSc Neurosurgery)
- (vii) Paediatric Haemato-Oncology (MSc Paed Haemat-Oncol)
- (viii) Respiratory Medicine (MSc Respiratory Med)
- (ix) Surgical Gastroenterology and Hepatology (MSc Surg Gastro and Hepatol)
- (x) Urology (MSc Urology)

### **1.1.2 School of Pharmacy**

The School offers two types of Master programmes, namely; Master of Pharmacy (MPharm) and Master of Science (MSc).

#### **1.1.2.1 Master of Pharmacy**

- (i) Hospital and Clinical Pharmacy (Mpharm Hosp and Clin Pharm)
- (ii) Industrial Pharmacy (Mpharm Indust Pharm)
- (iii) Medicinal Chemistry (Mpharm Med Chem)
- (iv) Pharmaceutical Microbiology (Mpharm Pharm Microbiol)
- (v) Pharmacognosy (Mpharm Pharmacognosy)
- (vi) Quality Control and Quality Assurance (Mpharm QC and QA)

#### **1.1.2.2 Master of Science**

- (i) Pharmaceutical Management (MSc Pharm Management)

### **1.1.3 School of Dentistry**

The School of Dentistry offers five types of Master of Dentistry (MDent) degrees.

#### **1.1.3.1 Master of Dentistry (MDent) programmes**

- (i) Community Dentistry (MDent Comm. Dent)
- (ii) Oral and Maxillofacial Surgery (MDent Oral Maxillo Surg)
- (iii) Oral Pathology ( MDent Oral Path)
- (iv) Paediatric Dentistry (MDent Paed Dent)
- (v) Restorative Dentistry (MDent Rest Dent)

### **1.1.4 School of Nursing**

The School of Nursing offers three Master of Science (MSc) degree programmes.

#### **1.1.4.1 Master of Science programmes**

- (i) Master of Science in Midwifery and Women's Health (MSc Midwifery and Women's Health)
- (ii) Master of Science in Nursing Critical Care and Trauma (MScN Crit Care)
- (iii) Master of Science in Nursing Mental Health (MScN Ment Health)

### **1.1.5 School of Public Health and Social Sciences**

The School offers five types of Master degree programmes; Master of Arts (MA), Master of Bioethics (MBE), Master of Medicine (MMed), Master of Public Health (MPH) and Master of Science (MSc) degree programmes.

#### **1.1.5.1 Master of Arts**

- (i) Health Policy and Management (M.A HPM)

#### **1.1.5.2 Master of Bioethics**

- (i) Master of Bioethics (MBE)

#### **1.1.5.3 Master of Medicine**

- (i) Community Health (MMed Comm. Health)

#### **1.1.5.4 Master of Public Health (MPH)**

- (i) Master of Public Health (MPH) - Distance Learning
- (ii) Master of Public Health (MPH) - Executive Track
- (iii) Master of Public Health (MPH) – Regular Track

#### **1.1.5.5 Master of Science**

- (i) Applied Epidemiology (MSc AE)
- (ii) Behaviour Change (MSc BC)
- (iii) Behavioural Change Communication for Health (MSc BCC)
- (iv) Environmental and Occupational Health (MSc EOH)
- (v) Epidemiology and Laboratory Management (MSc ELM)
- (vi) Health Information Management (MSc HIM)

- (vii) Parasitology and Medical Entomology (MSc PE)
- (viii) Tropical Diseases Control (MSc TDC)

### **1.1.6 Institute of Traditional Medicine**

The institute offers one Master of Science (MSc) degree.

#### **1.1.6.1 Master of Science**

- (i) Traditional Medicines Development (MSc Trad Med Dev)

*Note: Master of Science (MSc) degrees by Research and Publications are undertaken for two years. Qualified applicants can pursue MSc by Research and Publications in any academic department provided that supervisors and facilities are available in the chosen field of study.*

## **1.2 Doctor of Philosophy Programmes**

- (i) These are 4 - 5 years programmes leading to Doctor of Philosophy (PhD) degrees.
- (ii) All PhD programmes at the University can be undertaken by Monograph or by Research and Publications.
- (iii) Qualified applicants can pursue PhD programmes in any academic department at the University provided that supervisors and facilities are available in the chosen field of study. PhD programmes can be sandwich or non-sandwich programmes. Candidates who are on sandwich programmes can be awarded PhD degrees by the institution where the candidate is registered or by each of the partner training institutions where an agreement for joint registration and award is in place.

## **1.3 Post-Doctoral Programmes**

- (i) Qualified applicants (PhD holders) can pursue postdoctoral programmes in any academic department at the University provided that mentors and facilities are available in the chosen field of study.
- (ii) Candidates may register as postdoctoral associates (MUHAS employees) or postdoctoral fellows (non-MUHAS employees).
- (iii) Postdoctoral programmes run for one to five years.

## **1.4 Higher Doctorate Degrees**

- (i) MUHAS awards higher doctorate degrees to eligible candidates based on original contribution of distinguished merit to Science or the Humanities.
- (ii) The higher doctorate degrees at MUHAS include the Doctor of Literature (School of Public Health and Social Sciences) and Doctor of Science (Schools of Medicine, Pharmacy, Nursing, Public Health and Social Sciences and the Institute of Traditional Medicine).

Detailed description of the different postgraduate programmes currently offered at the various Schools and Institutes at MUHAS is provided in Chapters two through seven, and is also available in the University Postgraduate Prospectus.

*Note: The list of programmes is subject to change from time to time as new programmes are developed and approved by the University Senate.*

## CHAPTER TWO

### MASTER BY COURSEWORK AND DISSERTATION

#### APPLICATION, ADMISSION AND REGISTRATION

##### 2.1 General Information

The majority of Master degree programmes at MUHAS are offered by Coursework and Dissertations. These include Master of Medicine, Master of Dentistry, Master of Science, Master of Pharmacy, Master of Public Health, Master of Bioethics and Master of Arts. The principal rules and regulations pertaining to application, selection, admission, examination and general welfare of students in these degree programmes are similar and will be under the Directorate of Postgraduate Studies (DPGS). Final approval relating to these matters will be made by the Senate upon recommendation of the Senate Higher Degrees Committee (SHDC).

##### 2.2 Application and Admission

The office of the DPGS will receive and process all applications from candidates for enrolment into Master by coursework and dissertation programmes at MUHAS. Detailed description of the application and admission procedures is as follows:-

###### 2.2.1 Submission of Applications

- (i) All Master programmes by coursework and dissertation will be advertised openly in the university website and other media.
- (ii) Application forms for Postgraduate programmes (MUHAS/PG.F1) for all schools and institutes are available at the MUHAS Website and the DPGS office. These forms should be duly filled in triplicate and submitted to the DPGS, together with certified copies of transcripts, degree certificates, birth certificates and copy of receipt of application fee.
- (iii) All applications will be coded and the office of DPGS shall forward the application to the Deputy Vice Chancellor - Academic Research and Consultancy (DVC-ARC) and respective Schools or Institutes.
- (iv) Applicants are responsible for soliciting recommendation from two referees regarding their suitability for the intended postgraduate programme. The referees should send the reports confidentially to the DPGS. Form MUHAS/PG.F2 shows the format, which is expected of the reports.

###### 2.2.2 Application Fees

- (i) All applicants are required to pay a **non-refundable** application fee as indicated in a fee structure in the University postgraduate prospectus. The fee should be paid through MUHAS Bank accounts (Refer to form MUHAS/PG.F1)

*The fees will be revised from time to time, as need arises. Information on the fees applicable for any given year is obtainable from offices of Deans and Directors of Schools/Institutes, office of DPGS and the University Prospectus.*

### **2.2.3 Entry Qualifications**

Applicants for admission to the Master degree programmes (Coursework and Dissertation) of the Muhimbili University of Health and Allied Sciences shall hold the following qualifications:-

- (i) A degree of this University, its predecessor or an equivalent degree from another recognized university.
- (ii) For some programmes, equivalent degrees may not mean crossing from discipline to another. For example from MD to DDS and *vice versa*.
- (iii) Minimum entry point for Master by Coursework and Dissertation shall be an overall undergraduate degree GPA of 2.7. A grade of “B” or higher in the intended subject of specialization (or related subject for specialties whose subjects were not examined independently as “stand-alone courses”) at undergraduate level will be an added advantage.
- (iv) For other detailed requirements, applicants should refer to specific programmes in the University prospectus.

### **2.2.4 Other Requirements**

- (i) Certificates obtained from universities and institutions of higher learning not listed by the Tanzania Commission for Universities (TCU) shall be subject to approval by the same.
- (ii) Students discontinued on academic grounds from this university or other universities shall only be eligible for re-admission or admission, respectively, to this University for the same or any other programme at least three years after discontinuation from the studies.
- (iii) Students discontinued from studies on disciplinary grounds or due to examination irregularities shall not be considered for re-admission to this University.

## **2.3 Registration**

Students will be registered for coursework study followed by research leading to a dissertation.

- (i) Students may register on full-time or part-time basis.
- (ii) Registration shall take place during the first two weeks of each semester using forms MUHAS/PG.F3 for semester one, and MUHAS/PG.F4 for other semesters.
- (iii) Students will be required to pay the required fees at the beginning of every academic year.
- (iv) Failure to renew registration shall mean automatic de-registration from studies.
- (v) First semester students must submit the following documents at the time of registration:-
  - (a) Evidence of payment of tuition and other fees or written evidence of sponsorship by a recognized institution.
  - (b) Originals of secondary education/advanced secondary education/university/college transcripts and certificates, which will be returned to the student after physical verification.
  - (c) Two colour passport size photographs.
  - (d) Evidence of release from employer (if employed).

- (vi) Students shall be registered by names appearing on their certificates. No change of names by students shall be entertained during the course of study at the University except under special circumstances backed by legal evidence and approved by Senate.
- (vii) No student shall be allowed to postpone studies after effective commencement of an academic year except under special circumstances subject to Senate approval. Permission to postpone or freeze studies will be considered after producing satisfactory evidence of the reason(s) for postponement. Special circumstances shall include:-
  - (a) Sickness.
  - (b) Serious social problems (each case to be considered on its own merit).
  - (c) Sponsorship problem.
- (viii) Students who postpone or freeze studies shall be allowed to be away from the University for a maximum of one year if they are to be re-admitted to the same programme and year of study where they left off.
- (ix) No student shall be allowed to change subjects/courses/programmes after the 3rd week of commencement of the semester.
- (x) Transferring from one academic programme to another will be allowed only if the student possesses the required admission criteria for the programme for which transfer is being sought, and a vacancy exists in that programme and approved by Senate.
- (xi) The registration of new (form MUHAS/PG.F3) and continuing (form MUHAS/PG.F4) students shall be within two weeks from the first day of commencement of classes in each semester. Students seeking registration during the 3rd week shall be liable to a surcharge of 5,000/= per working day. No student shall be registered after the 3rd week from the commencement of the semester.
- (xii) Every registered student is required to submit a progress report at the end of each semester (form MUHAS/PG.F5) to his/her supervisor who shall forward it to the School or Institute through the Head of Department.
- (xiii) Each School/Institute is required to submit progress reports of all Master students registered in that School or Institute to Senate Higher Degrees Committee (SHDC) at the end of every semester.
- (xiv) All registered students are required to be available for training at all times as stipulated in the schedule of each Master programme. Particular, students registered in clinical programmes are not allowed to practice at outside hospitals against the schedule provided by their respective programmes.

## **STUDENT ASSESSMENT**

All Master degree programmes will follow the General University Examination Regulations stipulated in the University Postgraduate Prospectus. Both coursework and dissertation will be assessed following guidelines below;

### **2.4 Assessment of Coursework**

- (i) Students shall sit for course examinations following assessment procedures outlined in the respective curricula and approved by Senate. Unless stipulated otherwise, the General



University Examination Regulations (as specified in the University Postgraduate Prospectus) shall be used to guide the conduct of examination of all courses in the Master degree programmes.

- (ii) In all Master degree programmes, the marks range, grade points, qualitative value and corresponding letter grades shall be as shown in the table below:-

<b>Letter grade</b>	<b>Marks range (%)</b>	<b>Grade point</b>	<b>Qualitative value</b>
A	70-100	4.4-5.0	Excellent
B+	60-69	3.5-4.3	Very Good
B	50-59	2.7-3.4	Good
C	40-49	2.0-2.6	Marginal Fail
D	0-39	0-1.9	Fail

- (iii) In computation of GPA, grade points corresponding to individual numerical marks shall be used. The formula for calculating GPA is indicated in each programme curriculum.
- (iv) All examination results for all departments shall be submitted to the relevant School/Institute Boards and SHDC for recommendation and Senate for final approval.
- (v) Presentation of examination results to School/Institute Boards, SHDC and Senate shall be in accordance with the University approved format.
- (vi) To pass a module, modular course or a course, a student has to attain a “B” grade or higher.
- (vii) All modules in a course, modular course or rotation offered during a semester shall be examined by formative and summative assessment. External examiners or moderators shall be invited at the end of module, semester or audit year examinations for overall quality control.
- (viii) Formative evaluation shall constitute at least two continuous assessment examinations for each module/modular course taught during semester 1.
- (ix) For Master programmes with clinical/practical courses, there shall be at least one formative assessment (FA) during semesters 2-6, while for other Master programmes there shall be at least two FA for each module or modular course during semesters 2-4.
- (x) Formative assessment of clinical/practical course/modular course shall consist of evaluation of clinical work in the form of log book in addition to the written and/or clinical/practical examination.
- (xi) The formative and summative assessments shall contribute to the final grade, as detailed in the prospectus for individual programmes.
- (xii) Decision-making on failing students in basic science courses shall be determined at the end of the audit year except for a student who fails more than three courses/modular courses who shall be discontinued in the same semester.
- (xiii) For non clinical modules/modular courses, supplementary examinations shall be done during the long vacation.
- (xiv) Conditions for Master students to sit for supplementary examination for a failed module/modular course shall be as follows:-

- (a) No student will be allowed to supplement more than 3 courses/modular course irrespective of the GPA and shall be discontinued.
  - (b) No student will be allowed to sit for the first supplementary examination if the cumulative GPA is less than 2.4 and shall be discontinued.
  - (c) No student will be allowed to sit for a second supplementary if the cumulative GPA is less than 2.7 and shall be discontinued.
  - (d) A candidate who fails the second supplementary examination in semesters 1 - 2 for one or two year programmes, and semesters 1 - 4 for three year programmes shall be discontinued from the programme, except in special circumstances, if recommended by the School Board and Senate Higher Degrees Committee and approved by the Senate. A candidate who fails the second supplementary examination in semesters 3-4 for two year programmes and semesters 5-6 for three year programmes shall be allowed to supplement the failed courses/modules/modular courses after semester four and six for two year and three year programmes, respectively, provided the maximum tenure is not exceeded.
  - (e) A student who passes a supplementary examination at any level shall be awarded a "B" grade.
  - (f) A student shall be awarded Master degree after passing all examinations in the prescribed courses in the programme and submitting an error-free dissertation.
- (xv) In clinical modules, supplementary for a failed clinical examination shall be offered as follows:-
- (a) A student who fails any number of modules/modular courses during semester 1 examination shall be allowed to proceed to the next semester, but shall have to sit for a supplementary examination after the audit year.
  - (b) A student who fails clinical module/modular course examination shall be allowed to proceed to the next semester but shall have to sit for a supplementary examination after the end of the audit year.
  - (c) Supplementary examinations shall be done during the end of semester examinations in the subsequent audit year.
  - (d) To pass the end of module/modular course or rotation examinations, the written and clinical/practical parts have to be passed separately. Failing one of the components means failure of the examination. The student will thus supplement the whole examination.
- (xvi) *Note:* MMed and MDent students 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.

## **2.5 Preparation of Dissertations**

### **2.5.1 Development of Dissertation Proposals**

- (i) Dissertation proposals should be written following the recommended MUHAS format as indicated in *Appendix III*.

- (ii) Each student must make at least one presentation of the proposal in the department during proposal development stage. Prior to submission of the proposal to DPGS for ethical clearance, each student must make sure that all suggested changes given by departmental faculty and supervisor have been incorporated to the satisfaction of the supervisor.
- (iii) A student must have passed the proposal development stage prior to submission of his/her proposal to DPGS who shall forward it to DRP for ethical clearance. The submission will be accompanied by a cover letter with recommendations from the supervisor, programme coordinator and school/institute.
- (iv) Ethical clearance for dissertations shall be provided by the Expedited Research and Publications Committee.
- (v) Students must pass proposal development stage before proceeding to data collection and data analysis stages.

### **2.5.2 Preparation of Written Dissertation**

- (i) Dissertation write-ups shall be done following the recommended MUHAS format as indicated in *Appendix I and IV*.
- (ii) Master dissertations shall not exceed 100 pages, with a tolerance of 10% above this limit, i.e. up to 10 extra pages, appendices and footnotes included.
- (iii) Additional instructions on binding of hard copies of final corrected dissertations are indicated in Section 2.6.4 of this chapter.

### **2.5.3 Submission of Completed Dissertation**

- (i) Students must submit written dissertations to their respective Heads of Departments 3 months before commencement of end of semester examinations. Master of Public Health (MPH)-Regular Track students shall submit their written dissertations at least 3 weeks before examinations.
- (ii) Transmission of written dissertations is an official responsibility of Head of the Department through the Dean/Director of School/Institute who will submit them to the internal and external examiners at least two months before the end of semester examinations.
- (iii) For initial submission of the completed dissertation for examination,
  - (a) The student shall submit four copies of loose bound dissertation to Dean/Director of the School/Institute.
  - (b) The Dean/Director shall send a copy to the approved internal and external examiners who shall examine and give a report as stipulated in sections 2.6.2 and 2.6.3.
  - (c) It is the responsibility of the student to ensure that the dissertation is copy-edited before submission.
- (iv) Concurrent with the written dissertation, the candidate shall also submit draft manuscript(s) from the dissertation. These will be further developed by the candidate in consultation with his/her supervisor towards publication(s).

## 2.6 Assessment of Dissertations

- (i) Dissertation shall be considered as an independent 4-stage modular course, with its own formative (continuous assessment - CA) as well as summative (final assessment - FA) evaluations. The following 4 stages will be considered in evaluation of dissertations:-
- Proposal development
  - Data collection and data analysis
  - Dissertation write-up
  - Defence (*viva voce*)
- (ii) The student is required to give at least one oral presentation during the proposal development and data collection/analysis stages at the respective department.
- (iii) Each of the four stages above will be assessed separately, and must be passed (grade B and above) before continuing to the next stage. The universal grading system will be used in scoring each stage of the dissertation as shown below:-

Letter grade	Marks range (%)	Grade point	Qualitative value
A	70-100	4.4-5.0	Excellent
B+	60-69	3.5-4.3	Very Good
B	50-59	2.7-3.4	Good
C	40-49	2.0-2.6	Marginal Fail
D	0-39	0-1.9	Fail

- (iv) The final dissertation score will be an aggregate of the individual formative and summative assessments of the 4 stages above. Contribution of each stage towards the final dissertation score will be as indicated in the table below:-

Stage	Descriptions	Evaluation	Marks (%)
1	Proposal Development	Formative (CA1)	25
2	Data collection and Data Analysis	Formative (CA2)	15
3	Written Dissertation	Summative (FA1)	50
4	Defence ( <i>viva voce</i> )	Summative (FA2)	10
<b>Total</b>			<b>100</b>

*Note: The final dissertation score will be graded A-D using the universal grading system as shown in section 2.6(iii) above.*

### 2.6.1 Assessment of the Proposal, Data Collection and Data Analysis

- (i) The proposal development, data collection and data analysis stages will be evaluated by a panel of academic staff (at least two, including student's supervisor) in the department where the student is conducting his/her study. Stages 1 and 2 will contribute 25% and 15% of the final dissertation score, respectively. Results of stages 1 and 2 will be kept at the respective

departments, and copies will be submitted to respective School/Institute and DPGS using MUHAS/PG.F18.

### **2.6.2 Assessment of the Written Dissertation**

- (i) Every written dissertation submitted shall be examined by at least two academicians, one internal and another one external to the University.
  - (a) The external examiner shall be recommended by the relevant Department and approved by the relevant School/Institute Board, SHDC and Senate.
  - (b) The internal examiner shall be recommended by the relevant Department and approved by the relevant School/Institute.
- (ii) On rare occasions where it is not possible to get an external examiner from outside the University, a special permission to use a moderator from within the University but from other departments must be sought from the Chairperson of the University Senate through the DVC-ARC.
- (iii) The dissertation should show evidence that the candidate has made an original and significant contribution to knowledge. The problems addressed should be clearly and precisely formulated. The materials and methodology employed must be adequate and appropriate. The results must provide good, controllable documentation. Tables, figures and other illustrations must be appropriately presented. The conclusions drawn must be justifiable. The treatment of the literature must be adequate with regard to critical selection and evaluation. The references must be correct. The presentation of the text must be clear, precise and linguistically satisfactory.
- (iv) Quantitative scores for the written dissertation (stage 3) will be recorded in Form 7 (MUHAS/PG.F7) for each individual examiner. Guidelines for scoring and grading each section of the written dissertation are provided in MUHAS/PG.F6.
- (v) The quantitative scores given in MUHAS/PG.F7 shall reflect qualitative evaluation of the written dissertation by each examiner as follows;
  - (a) 70-100% - Dissertation is EXCELLENT, notwithstanding minor corrections to be done.
  - (b) 60-69% - Dissertation PASSES, categorized VERY GOOD, but with few notable corrections to be done.
  - (c) 50-59% - Dissertation PASSES, categorized GOOD, but with a number of corrections to be done.
  - (d) 40-49% - Dissertation FAILS, categorized as MARGINAL FAIL. May be re-submitted after substantial MAJOR CORRECTIONS are done.
  - (e) 0-39% - Dissertation FAILS, categorized as FAIL. Dissertation is REJECTED OUTRIGHT and should NOT be re-submitted.
- (vi) A separate report detailing performance in each section of the written dissertation must also be submitted together with MUHAS/PG.F7 for every dissertation evaluated.
- (vii) The examiners shall be required to submit their detailed reports on the dissertation before *viva voce*.

### 2.6.3 Dissertation *Viva Voce* Examination

- (i) In addition to submission of dissertations, candidates shall appear for *viva voce* examination. The total marks for the *viva voce* shall be 10 and scoring shall be based on:-
  - (a) Quality of oral presentation and power-point slides (3 Marks).
  - (b) Appropriate response to the questions of the panel (4 Marks).
  - (c) Knowledge of the study area (3 Marks).
- (ii) The duration of the *viva voce* examination for Master Degrees shall not exceed one hour.
  - (a) Maximum of 15 minutes of presentation
  - (b) Maximum 35 minutes of questions and answers
  - (c) Maximum 10 minutes of deliberations
- (iii) The questions to be asked in the *viva voce* examination shall primarily focus on the candidate's dissertation research area but questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity on the dissertation subject matter.
- (iv) The members of the *viva voce* panel shall be selected to ensure that they are sufficiently qualified and experienced scholars in the research or related area.
- (v) The *viva voce* panel shall be composed of:-
  - (a) The Head of Department or his/her nominee (Chairperson; He/she shall only guide the proceedings, and shall not have the power to influence outcome of the defence).
  - (b) External Examiner.
  - (c) Internal Examiner (shall not have guided the research).
- (vi) As much as possible, the *viva voce* external and internal examiners should be the same individuals that evaluated the written dissertation.
- (vii) In the case the external examiner is not able to participate in person, a moderator will be recommended by the Head of the department to represent the external examiner in the *viva voce*.
- (viii) The candidate's supervisor(s) can attend as an observer(s).
- (ix) The *viva voce* panellist who did not receive a copy of the dissertation prior its submission to examiners shall be provided with the candidate's dissertation at least one week before the date of *viva voce*.
- (x) The function of the *viva voce* shall be to ascertain that the dissertation presented fulfils the following criteria:-
  - (a) The dissertation 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 dissertation are adequately clarified by the candidate.
  - (d) A definite recommendation is made to the SHDC whether the candidate should be declared as having passed or failed.

- (xi) Each member of the panel shall score the candidate and the individual as well as average score of the marks will be recorded on the MUHAS/PG.F8. The average marks shall constitute 10% of the total marks for dissertation.
- (xii) Besides *viva voce* score, the panel (under guidance of the Chairperson) will also compute average score for the written dissertation from individual examiners (from Forms F7). This will be recorded in MUHAS/PG.F8.
- (xiii) At the end of the *viva voce* examination, the panel members shall sign a *viva voce* Examination Results Form, MUHAS/PG.F8, giving a collective and specific recommendation on the student's performance on written dissertation, indicating one of the following;
  - (a) Dissertation passes
    - (i) Excellent – Outstanding work, notwithstanding minor corrections.
    - (ii) Very good – With few corrections to be made.
    - (iii) Good – With a number of corrections to be made.
  - (b) Dissertation fails
    - (i) Marginal fail – Unsatisfactory work. The student should however be given a chance to re-submit the dissertation for re-examination in the presence of external examiner or internal moderator after substantial MAJOR CORRECTIONS are done.
    - (ii) Outright fail – The dissertation cannot be re-submitted for re-examination.
- (xiv) MUHAS/PG.F8 and detailed report of *viva voce* proceedings shall be submitted by the Head of Department to the Chairperson of SHDC through the respective Deans/Directors for processing. A copy of examiners' comments on technical evaluation of the dissertation shall also be sent to the supervisor.
- (xv) The student makes changes to written dissertation as suggested by examiners and re-submits updated version of the dissertation in loose bound form to SHDC through the Head of Department and Dean/Director of the relevant School/Institute.
- (xvi) A passed dissertation with score EXCELLENT or VERY GOOD must be submitted (error free) for degree award within one (1) month from the date of the Senate's approval of examination results.
- (xvii) A passed dissertation with score GOOD must be submitted for degree award within three (3) months from the date of the Senate's approval of examination results.
- (xviii) A dissertation with MARGINAL FAIL may be re-submitted for re-examination within six (6) months from the date of the Senate's approval of examination results.
- (xix) A dissertation rejected outright cannot be re-submitted. Another dissertation can be submitted for examination within nine (9) months, provided the maximum tenure allows.
- (xx) A candidate who fails, without reasonable cause, to submit/re-submit his/her dissertation within the period stated above shall be discontinued from studies.

- (xxi) The final score of the dissertation will comprise of average scores of the proposal, data collection and analysis, written dissertation and *viva voce* stages as detailed in section 2.6 (iv). Grading of the dissertation will follow the universal grading system of the University.
- (xxii) The *viva voce* panellists should, as far as possible, work towards arriving at a unanimous decision on the candidate's performance. Where the examiners are not in agreement in their overall recommendation, SHDC shall examine the case and recommend one of the following actions:-
- (a) The recommendation of the External Examiner(s) be adopted.
  - (b) An additional independent examiner be appointed.
  - (c) The relevant School/Department to establish a panel to examine the candidate orally.
- (xxiii) The final decision on the award of the higher degree shall be made by Senate on the recommendation of the SHDC.

#### **2.6.4 Final Submission of Dissertation**

- (i) After satisfactory defence and completion of all corrections recommended by examiners, the candidate shall submit a copy of error free dissertation to DPGS for verification of compliance to format prior authorization for binding. The submitted error free dissertation must be accompanied by a cover letter approved by Supervisor, Head of Department and Dean/Director of School/Institute.
- (ii) Upon approval, the student shall proceed with binding and submit three (3) copies of fully bound dissertation together with a soft copy of the whole dissertation to the Dean/Director for transmission to the Chairperson, SHDC. These copies are for university records. The candidate may wish to print extra copies for own use, in. The deadline for submission of the fully bound dissertations shall be on the 31<sup>st</sup> October of each year in order to give adequate time for names of passing students to be recorded in the graduation book ready for printing.
- (iii) Each copy shall be bound blue and the spine shall be embossed in gold, bearing:-
- (a) The surname and initials of the candidate.
  - (b) The degree for which the dissertation has been submitted.
  - (c) The year of degree award.
- (iv) The writing on the spine shall read from the bottom to the top.
- (v) The title of the work shall be printed in gold letters on the front cover of the bound volume.
- (vi) Additional advice on the binding should be sought from the Directorate of Postgraduate Studies, MUHAS.

### **PROGRAMME COMPLETION AND PUBLICATION OF DISSERTATION**

#### **2.7 Programme Completion**

- (i) The maximum tenure for a Master degree by coursework and dissertation shall be eight semesters for MMed and MDent programmes, six semesters for MPH executive track, MPH distance learning, MPharm, MA-HPM, MBE and MSc programmes (except MSc



Neurosurgery which shall be ten semesters). MPH regular track will have maximum tenure of four semesters.

- (ii) Failure of a student to complete the study programme within the specified period shall necessitate his/her discontinuation from studies, unless Senate decides otherwise.

## **2.8 Publication of Dissertation work**

Candidates are highly encouraged to work with their supervisors to develop manuscript(s) from their dissertations for publication in peer reviewed journals. Publication of dissertations must abide to MUHAS policy on publishing students' data. Articles must be published in reputable and recognised regional or international journals. University Senate shall provide a list of the former and review it from time to time.

## CHAPTER THREE

### MASTER OF SCIENCE BY RESEARCH AND PUBLICATIONS

#### APPLICATION, ADMISSION AND REGISTRATION

##### 3.1 General Information

Master of Science (MSc) by Research and Publications can be offered by any School or Institute at MUHAS depending on availability of supervisors and facilities in the chosen field of study. All matters relating to application, selection, admission, examination regulations and general welfare of students will be under the Directorate of Postgraduate Studies (DPGS). Final approval relating to these matters will be made by the Senate upon recommendation of the Senate Higher Degrees Committee (SHDC).

##### 3.2 Application and Admission

Office of the DPGS will receive and process all applications from candidates for enrolment into Master of Science by Research and Publications programmes at MUHAS. Detailed description of the application and admission procedures is as follows;

###### 3.2.1 Submission of Applications

- (i) All Master of Science programmes by research and publications will be advertised openly in the University website and other media.
- (ii) Application forms for Master of Science by Research programmes (MUHAS/PG.F9) for all schools and institutes are available at the MUHAS website and the DPGS office. These forms should be duly filled in triplicate and submitted to DPGS, together with applicant's updated curriculum vitae (CV), certified copies of transcripts, degree certificates, birth certificates and copy of receipt of payment of application fee. Updated CV's of proposed supervisors (must be PhD holders with academic rank of Senior Lecturer and above) must also be attached.
- (iii) All applications will be coded and the office of DPGS shall forward the application to the DVC-ARC and respective schools or institutes.
- (iv) Applicants are responsible for soliciting recommendation from two referees regarding their suitability for the intended postgraduate programme. The referees should send the reports confidentially to the DPGS. Form MUHAS/PG.F2 shows the format, which is expected of the reports.

###### 3.2.2 Application Fees

- (i) All applicants are required to pay a non-refundable application fee as indicated in a fee structure in the University prospectus. The fee should be paid through MUHAS Bank accounts (Refer to form MUHAS/PG.F9).

*The fees will be revised from time to time, as need arises. Information on the fees applicable for any given year is obtainable from offices of Deans and Directors of Schools/Institutes, office of DPGS and the University Prospectus.*

### 3.2.3 Entry Qualifications

Applicants for admission to the Master of Science degree programmes (by research and publications) of the Muhimbili University of Health and Allied Sciences shall hold the following qualifications:-

- (i) A degree of this University, its predecessor or an equivalent degree from another recognized University.
- (ii) For some programmes, equivalent degrees may not mean crossing from discipline to another. For example from MD to DDS and *vice versa*.
- (iii) Applicants must have overall GPA of 2.7 or above in their undergraduate degrees.
- (iv) For other detailed requirements, applicants should refer to specific programmes in the University prospectus.

### 3.2.4 Other Requirements

- (i) Certificates obtained from universities and institutions of higher learning not listed by the Tanzania Commission for Universities (TCU) shall be subject to approval by the same.
- (ii) Students discontinued on academic grounds from this University or other universities shall only be eligible for re-admission or admission, respectively, to this University for the same or any other programme at least three years after discontinuation from the studies.
- (iii) Students discontinued from studies on disciplinary grounds or due to examination irregularities shall not be considered for re-admission to this University.

## 3.3 Registration

Students will be registered for research leading to publications and a thesis.

- (i) All MSc programmes by Research and Publications will be named in accordance with their respective study topics, e.g; MSc in Nutrition.
- (ii) Students shall be required to register at the beginning of their first semester using form **MUHAS/PG.F9** and to renew their registration at the beginning of subsequent semesters by filling form **MUHAS/PG.F4** and paying the required fees.
- (iii) Students who are on provisional registration and manage to get permanent registration in year one will not be required to pay additional tuition fees for that year.
- (iv) Failure to renew registration shall mean automatic discontinuation from studies.
- (v) The registration of Master of Science by Research and Publications students shall be a two stage process:-

### Stage 1: Provisional Registration

- (a) With the help of supervisor and department, the student submits a concept note (5 pages maximum) and fills in application for admission and provisional registration (Form MUHAS/PG.F9) to the relevant School/Institute. The concept note shall contain:-
  - (i) A short background (2- 3 paragraphs), presenting a brief overview of literature in the main area of research.
  - (ii) Problem Statement (one paragraph).

- (iii) Research questions.
  - (iv) The general objective and numbered specific objectives (one paragraph).
  - (v) Conceptual framework. This shall be accompanied by a one paragraph narrative.
  - (vi) The methodology to be used.
  - (vii) Expected publications.
  - (viii) Research budget and timelines (should be in line with limits predetermined by granting authority).
  - (ix) References list.
- (b) On the basis of the Department's recommendations, the School/Institute will recommend the supervisor(s) accepted by the student.
  - (c) The Senate Higher Degrees Committee upon receiving the recommendations by the School/Institute shall discuss and recommend to Senate for approval of provisional registration.
  - (d) Following approval of provisional registration, the student shall work with his/her supervisors to develop a comprehensive research proposal. This shall be presented in a seminar to academic staff in the hosting department. Each member of the department shall be given a copy of the proposal for scrutiny at least seven days before the date of the seminar presentation.
  - (e) The approved proposal, endorsed by the Supervisor, Head of Department and Dean of the respective School/Institute, shall be presented to DRP via DPGS for ethical clearance.
  - (f) Within a period of four months after the date of provisional registration, the student must have secured ethical clearance from the Senate Research and Publications Committee (SRPC) for his/her study. Subsequently, the student shall submit the proposal, proof of ethical clearance and study plan to DPGS for full registration. Failure to submit an application for full registration within four months will lead to de-registration.
  - (g) Extension of the provisional registration period may be allowed upon recommendation of the relevant School/Institute Board and Senate Higher Degrees Committee and approved by Senate. The maximum period for provisional registration is six months, after which the student shall have to apply for extension of provisional registration if the submitted proposal is still under review.
  - (h) Guidelines on writing of the research proposal are detailed in *Appendix III*. The proposal should not exceed 25 pages in length, typed in 12-point, Times New Roman font and have a line spacing of 1.5. This excludes appendices.

### **Stage 2: Full Registration**

- (a) Students applying for full registration must fill form MUHAS/PG.F10 which has to be submitted to DPGS together with the research proposal, proof of ethical clearance and individual study plan for recommendation to SHDC for full registration.
- (b) Each student must have an individual study plan that provides a road map for his or her Master degree studies. The study plan is designed jointly by the applicant, the intended supervisors and the head of department. The individual study plan, which should be included in application for full registration, must incorporate these five main areas:-

- (i) Fundamental and other courses to be taken
  - (ii) Research plan for the thesis
  - (iii) Time frame and financing plan
  - (iv) Individual learning objectives/competences to be acquired
  - (v) Plans for supervision
- (c) The individual study plan should be revised at least once a year during the course of training. It is the responsibility of both the supervisor and the student to ensure that the study plan is kept up to date.
- (d) The SHDC will review individual applications for full registration and recommend to Senate for full registration.
- (e) A student registered for Master of Science by Research programme shall be required to do formal short courses. Foundation courses in Research Methodology, Bioethics, Biostatistics and Scientific Writing shall be mandatory. The student shall also be required to do appropriate courses to his/her field of study as prescribed by his/ her supervisors.
- (f) A student registered for Master of Science by Research and Publications programme shall be required to attend and present at least one paper at a national and one regional/ international scientific conference. Should the latter conference be held in Tanzania, it will not count as a national but rather as a regional/international scientific conference.
- (g) The appointed supervisor(s) shall guide the student in his/her research and shall submit reports every semester on the student's progress (Form MUHAS/PG.F11). (Guidelines on postgraduate student supervision are detailed in Chapter 9).
- (h) Amendments to the proposal must be submitted to DRP through relevant Department, School/Institute and SHDC. Decision of SHDC will be communicated to the student through relevant Head of Department and Dean/Director.
- (i) Major changes such as place of fieldwork must be submitted in writing to Senate through the Head of department, School/Institute and SHDC. Decision on change of the study plan will be made by Senate.

## **STUDENT ASSESSMENT**

All postgraduate programmes will follow the General University Examination Regulations stipulated in the University Prospectus.

### **3.4 Assessment of thesis**

All *theses* shall be assessed first based on the written document, followed by *viva voce* assessment.

#### **3.4.1 Submission procedure**

Prior to submission of thesis, the following have to be observed:-

- (i) The Master of Science by Research and Publications shall consist of a minimum of two original research articles and a thesis of the research work.

- (ii) No student may be permitted to submit a thesis in less than 18 months from the date of full registration.
- (iii) Student must have attended and presented a paper in at least one national and one regional/international scientific conference. Presentation at a regional/international scientific conference held in Tanzania will count as such.
- (iv) Student must have attended relevant courses to his/her area of study as prescribed by his/ her supervisors and fundamental/core courses including research methods, biostatistics, bioethics and scientific writing.
- (v) The student must have accumulated a minimum of 15 credit points from basic and advanced courses before he/she is allowed to defend his/her thesis. The credits for basic course to be accepted should have a minimum of 2.5 credit points. Credits may be acquired either through attendance of formal basic and advanced courses offered at MUHAS, or through attendance of short courses/trainings in or outside of MUHAS during the duration of the Master degree programme. The latter shall *not exceed 5 credits* and will need accreditation by the Director of Continuing Education and Professional Development (DCEPD).
- (vi) At least one article must have been published/accepted and another one submitted for publication in reputable and recognised regional or international journals. These must have permanent editorial bodies and must be published regularly, at least twice a year. University Senate shall provide a list of acceptable regional journals that shall be reviewed from time to time. Publication in Open Access journals is acceptable, provided the journal meets at least two of the following criteria;
  - (a) Publisher is a member of the Committee on Publication Ethics (COPE).
  - (b) Is indexed in Directory of Open Access Journals (DOAJ), Ulrich's Web, Scopus or Web of Science.
  - (c) Is accessible on PubMed.
- (vii) The student shall fill-in Intention to Submit Thesis (MUHAS/PG.F12), together with required attachments, which shall be submitted to SHDC through the Supervisor/Head of Department/Dean of School or Director of Institute. Notice of submission of thesis must be made at least 3 months before the planned date of defence.
- (viii) The SHDC shall review the submission and recommend to Senate a panel for thesis examination. The panel shall consist of:-
  - (a) External examiner from outside the University. He/she shall be recommended by the relevant Department and approved by the relevant School/Institute Board, SHDC and Senate.
  - (b) Internal examiner appointed by the school. He/she shall be recommended by the relevant Department and approved by the relevant School/Institute Board, SHDC and Senate.
- (ix) The examiners must be senior academicians with PhD degrees and must have publications in the last 3 years.
- (x) The student shall compile a thesis, consisting of thesis frame and appended published paper(s)/submitted manuscript(s), *in loose bound form*, for examination. Every thesis

submitted for MSc by Research and Publications must be satisfactory with respect to its format and text presentation (as per *Appendix I*).

- (xi) The thesis must contain a structured English abstract (one page) which shall concisely indicate the problem investigated, the procedures, research methods employed, general results, new contributions made, and major conclusions reached. Unlike main text, the abstract shall be in Times New Roman, size 11, single spaced. There must also be a structured one page Kiswahili abstract that summarizes the contents of the English abstract in a popular, reader-friendly language that can be comprehended by the general public.
- (xii) Six copies of thesis shall be submitted to the Dean/Director of School/Institute through the Supervisor and Head of Department for examination.
- (xiii) Transmission of the theses is an official responsibility of Head of the Department through the Dean/Director of School/Institute who will submit them to the external and internal examiners.
- (xiv) The student should also submit an electronic version of the thesis to be examined to allow an option of submitting an electronic version to the examiners. The electronic version has to be protected by a password.

#### **3.4.2 Assessment of written thesis**

- (i) Publications and the thesis frame will be assessed separately according to MUHAS/PG.F19 (appended). Each publication and the thesis frame will be ranked qualitatively as being poor, satisfactory, good, very good or excellent. Each publication and thesis frame should be at least satisfactory to the examiners.
- (ii) At least one article must have been published/accepted and another one submitted for publication in internationally recognized peer reviewed journal(s). The candidate must be the first author in both articles. The thesis frame should include a general presentation of the scientific results with a detailed, up-to-date comparative discussion. The thesis frame should be a scientific document that gives the candidate the opportunity to present unpublished data, discuss aspects of his/her articles in more depth, and, if necessary, correct them. It should demonstrate scientific overview and maturity, as well as the ability to discuss scientific problems in details.
- (iii) Following evaluation, each examiner shall submit a detailed report to the Head of respective department (through Dean/Director of the School/Institute) within one month of receiving the thesis. The report shall include a completed MUHAS/PG.F19 indicating examiner's assessment of each publication and thesis frame, together with a summary of examiner's overall assessment of quality of the thesis. The Head of department shall compile summary of examiners' report and submit to SHDC through the relevant School/Institute on suitability for oral defence. On the basis of recommendations made by examiners, the thesis can:
  - (a) Be approved for defence as it is.
  - (b) Be approved for defence after minor corrections.
  - (c) Not be approved for defence until major corrections are done and re-examined by both external and internal examiners.
  - (d) Be rejected outright.
- (iv) A copy of examiners' comments on technical evaluation of the thesis shall also be sent to the student through the main supervisor.

- (v) In case of minor corrections, the candidate shall address comments of the examiners to the satisfaction of the Main Supervisor and Head of Department (within 3 months) before being allowed to defend the thesis.
- (vi) In case of major corrections, the candidate shall address the comments of the examiners to the satisfaction of both external and internal examiners (within 6 months) before being allowed to defend the thesis.
- (vii) In case of outright rejection, the candidate shall be discontinued from the studies.

### **3.4.3 Final submission of written thesis for MSc by Research and Publications**

- (i) Fully bound thesis for Master of Science by Research and Publications shall be submitted **before** *viva voce*.
- (ii) For thesis approved for defence, the candidate incorporates corrections suggested by examiners and prepares fully bound copies of the thesis for submission to Dean/Director of appropriate School/Institute (through Supervisor and Head of Department) for transmission to the *viva voce* panellists before appearing for oral defence. Additionally, 6 copies of fully bound thesis shall be submitted to DPGS (together with an electronic copy) for University records. Office of the DPGS shall announce date of defence only **AFTER** these copies have been received. In total, it is therefore advised that students prepare a minimum of 20 copies of fully bound thesis (6 to DPGS, and copies to Head of Department, Dean/Director of School/Institute, *viva voce* panellists, Supervisors and for own use). Of note:
  - (a) The supervisor shall make sure that the thesis is ready for printing.
  - (b) The Dean/Director shall be responsible for ensuring that the thesis is printed according to University specifications (see appendix 1(g) through 1(j)). Specifically,
    - (i) Final book dimensions shall be 25.0cm in length and 18.0cm in width.
    - (ii) Printing should be on both sides, using good quality A5 paper.
    - (iii) Printable field should have margins of 3.0cm top and left; 2.0cm right and bottom.
    - (iv) Text should be in Time New Roman font, size 12, one and half spaced.
  - (c) The thesis shall be bound blue.
  - (d) Cover page shall bear:-
    - (i) Title of the thesis in sentence case.
    - (ii) Name of the candidate.
    - (iii) Phrase “Master of Science (MSc) Thesis”.
    - (iv) Month and year of publication.
  - (e) The writing on the spine shall read from the bottom to the top and bear the following:-
    - (i) Surname and initials of the candidate.
    - (ii) Title of the thesis.



- (iii) Additional advice on the binding should be sought from the Directorate of Postgraduate Studies, MUHAS.
- (iv) Electronic version of the bound thesis must be submitted to DPGS for transmission to the library. This shall be archived in the University repository.
- (v) Chairperson SHDC will announce the date for the defence which shall also be posted on the University website. The defence will be open to the public.

#### **3.4.4 Viva voce examination**

- (i) Candidates shall appear for *viva voce* examination in addition to submission of theses.
- (ii) The candidate shall distribute an errata list (if any) before commencement of the defence.
- (iii) The duration of the *viva voce* examination for Master of Science by Research and Publications shall not exceed two hours.
  - (a) Maximum of 30 minutes of presentation
  - (b) Maximum 75 minutes of questions and answers
  - (c) Maximum 15 minutes of deliberations
- (iv) The questions to be asked in the *viva voce* examination shall primarily focus on the candidate's thesis research area but questions in peripheral areas are also encouraged, if they help establish the candidate's level of academic maturity on the thesis subject matter.
- (xv) The members of the *viva voce* panel shall be selected to ensure that they are sufficiently qualified and experienced scholars in the research or related area. These must be holders of PhD degrees with academic rank of Senior Lecturers or above and publications in the last 3 years.
- (v) The *viva voce* panel shall be composed of:-
  - (a) The Head of Department or his/her nominee (Chairperson; He/she shall only guide the proceedings, and shall not have the power to influence outcome of the defence).
  - (b) External Examiner.
  - (c) Internal Examiner (shall not have guided the research).
- (vi) As much as possible, the *viva voce* external and internal examiners should be the same individuals that evaluated the written thesis.
- (vii) The candidate's supervisor(s) may attend as observer(s).
- (viii) The *viva voce* panellist who did not receive a copy of the thesis prior to its submission to examiners shall be provided with the candidate's thesis at least one week before the date of *viva voce*.
- (ix) 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 SHDC whether the candidate should be declared as having passed or failed.
- (x) At the end of the *viva voce* examination, the panel members shall sign a *viva voce* Examination Results Forms, MUHAS/PG.F20 (appended) obtainable from the DPGS, summarizing candidate's overall performance by indicating whether:-
  - (a) The candidate has passed
    - i. Satisfactory
    - ii. Good
    - iii. Very good
    - iv. Excellent
  - (b) The candidate has failed
- (xi) MUHAS/PG.F20 shall be submitted to the Chairperson of SHDC through the respective Deans/Directors for processing.
- (xii) The *viva voce* panellists should, as far as possible, work towards arriving at a unanimous decision on the candidate's performance. Where the examiners are not in agreement in their overall recommendation after resubmission, SHDC shall examine the case and recommend one of the following actions:-
  - (a) The recommendation of the External Examiner(s) be adopted.
  - (b) An additional independent examiner be appointed.
  - (c) The relevant School/Department to establish a panel to examine the candidate orally.
- (xiii) Following panel deliberations, Chairperson of the *viva voce* panel shall announce provisional results of the thesis defence to the candidate.
- (xiv) The final decision on the award of the higher degree shall be made by the Senate on the recommendation of the SHDC.

## **PROGRAMME COMPLETION AND PUBLICATION OF THESES WORK**

### **3.5 Completion of the Programme**

- (i) The maximum tenure for MSc by Research and Publications shall be six semesters.
- (ii) Failure of a student to complete the study programme within the specified period shall necessitate his/her discontinuation from studies, unless the Senate decides otherwise.

### **3.6 Publication of Theses work**

Publication of data from theses must abide to the MUHAS Intellectual Property Rights (IPR) policy and guideline on publishing students' data.

# CHAPTER FOUR

## MASTER OF SCIENCE SUPER-SPECIALIZATION

### INTRODUCTION

Master of Science (MSc) Super-specialization programmes are clinical super-specialty training programmes offered to holders of Master degrees in clinical medicine. Currently, MSc Super-specialty programmes are offered at the School of Medicine to holders of Master of Medicine (MMed) degrees for super-specialty in the areas of cardiology, medical gastroenterology and hepatology, surgical gastroenterology and hepatology, haematology and blood transfusion, paediatric haematology and oncology, nephrology, neurology, neurosurgery, respiratory medicine and urology.

MSc Super-specialization programmes are intended to provide physicians with ultra-competent skills in specified fields of clinical and surgical medicine. To this effect, candidates are registered full time for four semesters to undertake coursework following standard curricula concurrent with acquisition of hands-on skills by performing required number of procedures under- and later without supervision. Candidates are required to carry out clinical audits that will be graded and contribute to the formative assessment.

### APPLICATION, ADMISSION AND REGISTRATION

#### 4.1 General Information

All matters relating to application, selection, admission, examination regulations and general welfare of students will be under the DPGS. Final approval relating to these matters will be made by the Senate upon recommendation of the SHDC.

#### 4.2 Application and Admission

Office of the DPGS will receive and process all applications from candidates for enrolment into Master of Science Super-specialization programmes at MUHAS. Detailed description of the application and admission procedures is as follows;

##### 4.2.1 Submission of Applications

- (i) All MSc Super-specialization degree programmes will be advertised openly in the University website and other media.
- (ii) Application forms (MUHAS/PG.F1) for MSc Super-specialization degrees through the School of Medicine are available at the MUHAS website and the DPGS office. These forms should be duly filled in triplicate and submitted to DPGS, together with certified copies of transcripts, degree certificates, birth certificates and copy of receipt of application fee.
- (iii) All applications will be coded and the office of DPGS shall forward the application to the DVC-ARC and the School of Medicine.
- (iv) Applicants are responsible for soliciting recommendations from two referees regarding their suitability for the intended postgraduate programme. The referees should send their recommendation reports confidentially to DPGS. Form MUHAS/PG.F2 shows the format which is expected of the reports.

#### **4.2.2 Application Fees**

(i) All applicants are required to pay a **non-refundable** application fee as indicated in a fee structure in the University prospectus. The fee should be paid through MUHAS Bank accounts (Refer to form MUHAS/PG.F1).

*The fees will be revised from time to time, as need arises. Information on the fees applicable for any given year is obtainable from offices of Deans and Directors of Schools/Institutes, office of DPGS and the University Prospectus.*

#### **4.2.3 Entry Qualifications**

Applicants for admission to MSc Super-specialization shall be:-

- (i) Holders of MMed degree in a relevant clinical discipline of this University or its predecessor with outstanding academic and professional conduct.
- (ii) Holders of a degree equivalent to MMed in relevant medical disciplines from other approved universities with good academic and professional conduct.
- (iii) The applicant will have to pass an interview organized by the relevant department before admission.

#### **4.2.4 Other Requirements**

- (i) Certificates obtained from universities and institutions of higher learning not listed by the Tanzania Commission for Universities (TCU) shall be subject to approval by the same.
- (ii) Students discontinued on academic grounds from this University or other universities shall only be eligible for re-admission or admission, respectively, to this University for the same or any other programme at least three years after discontinuation from the studies.
- (iii) Students discontinued from studies on disciplinary grounds or due to examination irregularities shall not be considered for re-admission to this University.

### **4.3 Registration**

Students will be registered for coursework and graded clinical audits, leading to the award of MSc Super-specialization.

- (i) Students shall only be registered on full-time basis.
- (ii) Registration shall take place during the first two weeks of each semester using forms MUHAS/PG.F3 for semester one, and MUHAS/PG.F4 for other semesters.
- (iii) Students will be required to pay the required fees at the beginning of every academic year.
- (iv) Failure to renew registration shall mean automatic de-registration from studies.
- (v) First semester students must submit the following documents at the time of registration:-
  - (a) Evidence of payment of University fees or evidence of sponsorship by a recognized institution.
  - (b) Originals of University/college transcripts and certificates, which will be returned to the student after physical verification.
  - (c) Two colour passport size photographs.
  - (d) Evidence of release from employer (if employed).

- (vi) Students shall be registered by names appearing on their certificates. No change of names by students shall be entertained during the course of study at the University except under special circumstances backed by legal evidence and approved by Senate.
- (vii) No student shall be allowed to postpone studies after effective commencement of an academic year except under special circumstances subject to Senate approval. Permission to postpone/freeze studies will be considered after producing satisfactory evidence of the reason for postponement. Special circumstances shall include:-
  - (a) Sickness.
  - (b) Serious social problems (each case to be considered on its own merit).
  - (c) Sponsorship problem.
- (viii) Students who postpone or freeze studies shall be allowed to be away from the University for a maximum of one year if they are to be re-admitted to the same programme and year of study where they left off.
- (ix) No student shall be allowed to change subjects/courses/programmes after the 3rd week of commencement of the semester.
- (x) Transferring from one academic programme to another will be allowed only if the student possesses the required admission criteria for the programme for which transfer is being sought, and a vacancy exists in that programme and approved by Senate.
- (xi) The registration of new (form MUHAS/PG.F3) and continuing (form MUHAS/PG.F4) students shall be two weeks from the first day of commencement of classes. Students seeking registration during the 3rd week shall be liable to a surcharge of 5,000/= per working day. No student shall be registered after the 3rd week from commencement of the semester.
- (xii) Every registered student is required to submit a progress report at the end of each semester (form MUHAS/PG.F5) to his/her supervisor who shall forward it to the School through the Head of Department.
- (xiii) The School of Medicine is required to submit progress reports of all registered MSc Super-specialization students to Senate Higher Degrees Committee (SHDC) at the end of every semester.
- (xiv) Registered students not allowed to practice at outside hospitals against the schedule provided by their respective training programmes.

## **STUDENT ASSESSMENT**

Students will be assessed for coursework taken as well as graded clinical audits conducted. Assessment of candidates in MSc Super-specialization will follow the General University Examination Regulations as stipulated in the University Prospectus.

### **4.4 Assessment of Coursework**

- (i) Students shall sit for course examinations following assessment procedures outlined in the respective curricula and approved by Senate. Unless stipulated otherwise, the General University Examination Regulations (as specified in the MUHAS Prospectus) shall be used to guide the conduct of examination of all courses in the programme.

- (ii) All modules in a course, modular course or rotation offered during a semester shall be examined by formative and summative assessment. External examiners or moderators shall be invited at the end of module, semester or audit year examinations for overall quality control.
- (iii) Formative evaluation shall constitute at least two continuous assessment examinations for each module/modular course taught during semester 1.
- (iv) For clinical/practical courses, there shall be at least one formative assessment for each module or modular course.
- (v) Formative assessment of clinical/practical course/modular course shall consist of evaluation of clinical work in the form of log book in addition to seminar presentations, written and/or clinical/practical examination. Additionally, formative assessment shall also include assessment of clinical audits as detailed in section 4.5 below.
- (vi) The marks range, grade points, qualitative value and corresponding letter grades shall be as shown in the table below:-

<b>Letter grade</b>	<b>Marks range (%)</b>	<b>Grade point</b>	<b>Qualitative value</b>
A	70-100	4.4-5.0	Excellent
B+	60-69	3.5-4.3	Very Good
B	50-59	2.7-3.4	Good
C	40-49	2.0-2.6	Marginal Fail
D	0-39	0-1.9	Fail

- (vii) The formative and summative assessments shall contribute to the final grade, as detailed in the prospectus for individual programmes.
- (viii) In computation of GPA, grade points corresponding to individual numerical marks shall be used. The formula for calculating GPA is indicated in each programme curriculum.
- (ix) All examination results for all departments shall be submitted to the School Board and SHDC for recommendation and Senate for final approval.
- (x) Presentation of examination results to the School Board, SHDC and Senate shall be in accordance with the University approved format.
- (xi) To pass a module or a course a student has to attain a “B” grade or higher.
- (xii) Decision-making on failing students in basic science courses shall be determined at the end of the audit year except for a student who fails more than three courses/modular courses who shall be discontinued in the same semester.
- (xiii) For non-clinical modules/modular courses, supplementary examinations shall be done during the long vacation.
- (xiv) Conditions for students to sit for supplementary examination for a failed module/modular course shall be as follows:-
  - (a) No student will be allowed to supplement more than 3 courses/modular course irrespective of the GPA and shall be discontinued.

- (b) No student will be allowed to sit for the first supplementary examination if the cumulative GPA is less than 2.4 and shall be discontinued.
  - (c) No student will be allowed to sit for a second supplementary if the cumulative GPA is less than 2.7 and shall be discontinued.
  - (d) A student who fails the second supplementary examination in semesters 1-2 shall be discontinued from the programme, except in special circumstances, if recommended by the School Board and Senate Higher Degrees Committee and approved by the Senate. A student who fails the second supplementary examination in semesters 3-4 shall be allowed to supplement the failed courses/modules/modular courses after semester four provided the maximum tenure is not exceeded.
  - (e) A student who passes a supplementary examination at any level shall be awarded a “B” grade.
  - (f) A student shall be awarded MSc Super-specialization degree after passing all examinations in the prescribed courses in the programme.
- (xv) In clinical modules, supplementary for a failed clinical examination shall be offered as follows:-
- (a) A student who fails any number of modules/modular course examinations shall be allowed to proceed to the next semester, but shall have to sit for a supplementary examination after the audit year.
  - (b) Supplementary examinations shall be done during the end of semester examinations in the subsequent audit year.
  - (c) To pass the end of module/modular course or rotation examinations, the written and clinical/practical parts have to be passed separately. Failing one of the components means failure of the examination which means supplementing the whole examination.

#### **4.5 Assessment of Clinical Audits**

- (i) As part of the requirement for the award of MSc Super-specialization, each candidate shall be required to conduct clinical audits in his/her respective department during the course of training.
- (ii) Clinical audits will include any documentation and objective assessment of the current clinical practice in comparison with the standard of care, aiming at identifying any gaps that could be targeted for improvement of care.
- (iii) Clinical audits may include but are not limited to;
  - (a) Standards-based audit – The student collects data and assesses the current practice against the standard of care. This may include procedures during patient admission, diagnostic testing or treatment of specific conditions.
  - (b) Peer review – The student performs thorough documentation of the chain of events during care given to an interesting or difficult case. He/she then discusses this extensively with members of the clinical team in order to identify any gaps in care that may lead to improvement of care given to similar or related cases in the future.

- (iv) The Heads of Departments where MSc super-specialization programmes are offered shall be responsible for assigning members of academic staff as supervisors of students in clinical audits.
- (v) For each clinical audit, the student will be required to give at least one oral presentation in their respective departments. Concurrently, the student shall be required to submit a report of the audit to the Head of the relevant Department.
- (vi) The report and oral presentations will be assessed by the academic staff in the relevant departments (including the student supervisor) as part of formative assessment for the semester.
- (vii) The number of required audits in each semester and credits assigned to each audit for each specific programme are indicated in the University Prospectus.

#### **4.6 Programme Completion**

- (i) The MSc Super-specialization programmes shall be completed in four semesters, with maximum tenure of six semesters.
- (ii) Failure of a student to complete the study programme within the specified period shall necessitate his/her discontinuation from studies, unless Senate decides otherwise.



## CHAPTER FIVE

### PhD PROGRAMMES

#### APPLICATION, ADMISSION AND REGISTRATION

##### 5.1 General Information

PhD programmes at MUHAS are offered through Monograph or Research and Publications. The application, admission and registration procedures shall be similar for the two programmes. Different requirements and procedures will be followed during thesis preparation and assessment for the two PhD programmes. All matters relating to application, selection, admission, examination regulations and general welfare of students will be under the DPGS. Final approval relating to these matters will be made by Senate upon recommendation of the SHDC.

##### 5.2 Application and Admission

Office of the DPGS will receive and process all applications from candidates for enrolment into PhD programmes at MUHAS. Detailed description of the application and admission procedures is as follows;

###### 5.2.1 Submission of Applications

- (i) All PhD programmes will be advertised openly in the University website and other media.
- (ii) Application forms for PhD programmes (MUHAS/PG.F9) for all schools and institutes are available at the MUHAS website and the DPGS office. These forms should be duly filled in triplicate and submitted to DPGS, together with applicant's updated curriculum vitae (CV), certified copies of transcripts, degree certificates, birth certificates and copy of receipt of payment of application fee. Updated CV's of proposed supervisors (must be PhD holders with academic rank of Senior Lecturer and above) must also be attached.
- (iii) All applications will be coded and the office of DPGS shall forward them to the DVC-ARC and respective schools or institutes.
- (iv) Applicants are responsible for soliciting recommendation from two referees regarding their suitability for PhD studies. The referees should send the reports confidentially to DPGS. Form MUHAS/PG.F2 shows the format which is expected of the reports.

###### 5.2.2 Application Fees

- (i) All applicants are required to pay a non-refundable application fee as indicated in a fee structure in the University Prospectus. The fee should be paid through MUHAS Bank accounts (Refer to form MUHAS/PG.F9)

*The fees will be revised from time to time, as need arises. Information on the fees applicable for any given year is obtainable from offices of Deans and Directors of Schools/Institutes, office of DPGS and the University Prospectus.*

### **5.2.3 Entry Qualifications**

Candidates for admission to Doctor of Philosophy degree programmes of the Muhimbili University of Health and Allied Sciences shall hold Master degrees of this University or its predecessor or an equivalent Master degree from a recognized University.

### **5.2.4 Other Requirements**

- (i) Certificates obtained from universities and institutions of higher learning not listed by the Tanzania Commission for Universities (TCU) shall be subject to approval by the same.
- (ii) Students discontinued on academic grounds from this University or other universities shall only be eligible for re-admission or admission, respectively, to this University for the same or any other programmes at least three years after discontinuation from the studies.
- (iii) Students discontinued from studies on disciplinary grounds or due to examination irregularities shall not be considered for re-admission to this University.

## **5.3 Registration**

- (i) Students shall be required to register at the beginning of their first semester using a form MUHAS/PG.F9 and to renew their registration at the beginning of subsequent academic years by filling form MUHAS/PG.F4 and paying the required fees.
- (ii) Students on provisional registration shall be required to pay registration fee and all other fees for that particular year.
- (iii) Students who are on provisional registration and manage to get permanent registration in year one will not be required to pay additional tuition fees for that year.
- (iv) Failure to renew registration shall mean automatic discontinuation from studies.
- (v) The registration of PhD students shall be a two stage process:-

### **Stage 1: Provisional Registration**

- (a) With the help of supervisor and department, the student submits a concept note (5 pages maximum) and fills in application for admission and provisional registration (Form MUHAS/PG.F9) to the relevant School/Institute. The concept note shall contain;-
  - (i) A short background (2-3 paragraphs), presenting a brief overview of literature in the main area of research.
  - (ii) Problem Statement (one paragraph).
  - (iii) Research questions.
  - (iv) The general objective and numbered specific objectives (one paragraph).
  - (v) Conceptual framework. This shall be accompanied by a one paragraph narrative.
  - (vi) The methodology to be used.
  - (vii) Expected publications.
  - (viii) Research budget and timelines (should be in line with limits predetermined by granting authority).
  - (ix) References list.

- (b) On the basis of the Department's recommendations, the School/Institute will recommend the supervisor(s) accepted by the student.
- (c) The Senate Higher Degrees Committee upon receiving the recommendations by the School/Institute shall discuss and recommend to Senate for approval of provisional registration.
- (d) Following approval of provisional registration, the student shall work with his/her supervisors to develop a comprehensive research proposal. This shall be presented in a seminar to academic staff in the hosting department. Each member of the department shall be given a copy of the proposal for scrutiny at least seven days before the date of the seminar presentation.
- (e) The approved proposal, endorsed by the Supervisor, Head of Department and Dean of the respective School/Institute, shall be presented to DRP via DPGS for ethical clearance.
- (f) Within a period of four months after the date of provisional registration, the student must have secured ethical clearance from the Senate Research and Publications Committee (SRPC) for his/her study. Subsequently, the student shall submit the proposal, proof of ethical clearance and study plan to DPGS for full registration. Failure to submit an application for full registration within four months will lead to de-registration.
- (g) Extension of the provisional registration period may be allowed upon recommendation of the relevant School/Institute Board and Senate Higher Degrees Committee and approved by Senate. The maximum period for provisional registration is six months, after which the student shall have to apply for extension of provisional registration if the submitted proposal is still under review.
- (h) Guidelines on writing of the research proposal are detailed in *Appendix III*. The proposal should not exceed 25 pages in length, typed in 12-point, Times New Roman font and have a line spacing of 1.5. This excludes appendices.

### **Stage 2: Full Registration**

- (a) Students applying for full registration must fill form MUHAS/PG.F10 which has to be submitted to DPGS together with the full research proposal, proof of ethical clearance and individual study plan for recommendation to SHDC for full registration.
- (b) Each student must have an individual study plan that provides a road map for his or her PhD degree studies. The study plan is designed jointly by the applicant, the intended supervisors and the head of department. The individual study plan, which should be included in application for full registration, must incorporate these five main areas:-
  - (i) Fundamental and other courses to be taken
  - (ii) Research plan for the thesis
  - (iii) Time frame and financing plan
  - (iv) Individual learning objectives/competences to be acquired
  - (v) Plans for supervision
- (c) The individual study plan should be revised at least once a year during the course of doctoral training. It is the responsibility of both the supervisor and the student to ensure that the study plan is kept up to date.

- (d) The SHDC will review individual applications for full registration and recommend to Senate for full registration.
- (e) The duration of full registration for PhD shall be four (4) years for fulltime and five (5) years for part-time students. The maximum tenure shall be six (6) years and seven (7) years for full time and part time students, respectively.
- (f) A student registered for PhD programme shall be required to do compulsory courses totalling 30 credit points. These shall include Bioethics, foundation courses in Research Methodology, Biostatistics and Scientific Writing. The student shall also be required to do appropriate courses to his/her field of study as prescribed by his/ her supervisors and detailed in the study plan.
- (g) A student registered for PhD programme shall be required to attend and present papers at least two in national and two in regional/ international scientific conferences. Presentation at a regional/international scientific conference held in Tanzania will count as such.
- (h) The appointed supervisor(s) shall guide the student in his/her research and shall submit reports every semester on the student's progress (Form MUHAS/PG.F11).
- (i) Major changes such place of fieldwork must be submitted in writing to Senate through the Head of department, School/Institute, DRP and DPGS. A decision on the change of the study plan will be made by Senate.

## **STUDENT ASSESSMENT**

All postgraduate programmes will follow the General University Examination Regulations stipulated in the University Prospectus.

### **5.4 Assessment procedures**

#### **5.4.1 Submission and assessment procedure for half time seminar**

- (i) Each PhD candidate (by both Monograph and by Research and Publications) must have half time seminar during his/her studies. The aim of half time seminar is to assess progress of studies and ensure that studies are well planned and are on track to generate scientifically sound results for the award of PhD after completion.
- (ii) To apply for half-time seminar, a candidate must have generated substantial amount of primary data that is in-line with and completes at least one of the main study objectives, and provides clarity of the path towards completion of the programme as determined by both/all supervisors.
- (iii) In addition, *For PhD by Research and Publications*, it is mandatory that the candidate should have at least one accepted manuscript and another manuscript submitted to the journal for him/her to apply for half time seminar.
- (iv) At least three months before half time seminar, the student shall, through the supervisor, give notice in writing of intention for the seminar to SHDC through the Head of Department and School/Institute. The notice should provide
  - (a) General scope of the thesis
  - (b) Summary of studies undertaken
  - (c) Summary of published/accepted and submitted manuscripts (should be attached)

- (d) Outline of plans for the remaining studies
- (v) The Department, School/Institute has the responsibility of reviewing the submitted documents and recommend to SHDC on acceptability for half time seminar.
- (vi) For every candidate accepted for half time seminar, SHDC shall appoint, on the recommendation of the relevant department and School/Institute, a panel of assessors consisting of:-
  - (a) A moderator from within the University but *not* from the department where the students is hosted.
  - (b) Two members who are experts in the candidate research area.
  - (c) Supervisor(s) who shall be observer(s).
- (vii) Transmission of half time documents to panel of assessors is the official responsibility of the Head of department through the Dean/Director of the relevant School/Institute.
- (viii) The date of half time seminar will be agreed between the department and the School/Institute, and then communicated to the chairperson of SHDC who will make official announcement.
- (ix) The function of the panel of assessors shall be to ascertain that the studies and plans thereafter fulfil the following criteria:-
  - (a) The study is the original work of the student.
  - (b) The broader subject area in which the study is based is grasped by the student.
  - (c) Any weaknesses in the research work are identified and clarified to pave way for better research plans for the remaining part of study.
  - (d) A definite recommendation is made to supervisors and the department on the progress of research and whether it is satisfactory to lead to the award of a PhD. Specifically, the panel must recommend whether the student is on track for the award of a PhD by Monograph or by Research and Publications as initially planned, or whether he/she should switch target PhD award between the two depending on the progress made, remaining work ahead and time left in the tenure.
- (x) The assessors shall be required to submit independent detailed reports after half time seminar to the Chairperson of SHDC.
- (xi) After half-time seminar, the student and supervisors shall re-evaluate student's study plan in line with recommendations given by the panellists, and decide whether the student should proceed with target PhD as registered (Monograph vs. Research and Publications) or switch between the two. Only one switch shall be allowed during the program.
- (xii) In case a decision is made to switch to target PhD different from what the student is originally registered for, the student shall write to Chairman of SHDC (through main supervisor, Head of Department, Dean/Director of School/Institute) requesting this change. Final decision on whether to accept or decline this request shall be made by University Senate.
- (xiii) Students switching target degree award shall be required to meet all the requirements for the award of a PhD by Monograph or by Research and Publications as stipulated in this document.

#### 5.4.2 Submission of Thesis for Final Examination

- (i) The PhD degree examination requires the submission of a thesis by the student, embodying the results of his/her research.
- (ii) A thesis submitted for the award of PhD should be of international standard, and should contain new observations of scientific value in the field of health and allied sciences.
- (iii) Candidate must have attended fundamental/core courses including research methods, biostatistics, bioethics and scientific writing, as well as relevant courses to his/her area of study as prescribed by his/ her supervisors.
- (iv) The student must have accumulated a minimum of 30 credit points from basic and advanced courses before he/she is allowed to defend his/her thesis. For a basic course to be accepted, it should have a minimum of 2.5 credit points.
- (v) Two-thirds of the credits above must be acquired during the duration of PhD programme. These can be acquired through attendance of formal basic and advanced courses offered at MUHAS, or through credits obtained from short courses/trainings undertaken in or outside of MUHAS during the duration of PhD. The latter will need accreditation by the Director of Continuing Education and Professional Development (DCEPD).
- (vi) Students who attended specific basic and advanced courses at MUHAS or equivalent courses from another University at Master degree level may not be required to redo the same courses during the PhD, provided the courses were undertaken in the past 5 years prior full registration for PhD. Similarly, credits from non-degree programmes acquired through accredited short courses or trainings in or outside of MUHAS in the 5 years preceding full registration may also be acceptable, provided the total number of credits accumulated via means above do not exceed one-third of total credits required.
- (vii) At least three months before the thesis is submitted; the student shall, through the supervisor, Head of Department and Dean/Director of School/Institute, give notice of Intention to Submit Thesis. He/she should do this in writing to the Chairperson, SHDC (MUHAS/PG.F12) submitting, at the same time, the proposed title and an outline of the plan and general scope of the thesis. The School/Institute shall also recommend in MUHAS/PG.F12 potential names of external and internal examiners.
- (viii) Concurrently, the student shall submit to Chairperson of SHDC evidence of attendance to required courses, conference presentations and 30 credit points accumulated. Prior arrangement must have been made for evaluation of credits by DCEPD.
- (ix) The SHDC shall review the submission and recommend to Senate on readiness for examination.
- (x) For thesis approved for examination, the candidate shall submit six (6) copies of *loose bound* thesis, together with a soft copy, to the Dean/Director of the relevant School/Institute through the Supervisor and Head of Department. These will be sent to approved internal and external examiners for examination as detailed in sections 5.4.3 and 5.4.4 below.
- (xi) Theses for PhD by Monograph shall contain:
  - (a) A structured narrative of the research work as detailed in *Appendix I and IV*.
  - (b) At least one manuscript published/accepted for publication and another one in manuscript form in preparation for submission.

- (xii) Theses for PhD by Research and Publications shall contain:
- (a) A thesis frame.
  - (b) Four (4) appended papers (at least 2 published/accepted for publication, and others submitted)
- (xiii) The papers must be published in reputable and recognised regional or international journals. These must have permanent editorial bodies and must be published regularly, at least twice a year. University Senate shall provide a list of acceptable regional journals that shall be reviewed from time to time. Publication in Open Access journals is acceptable, provided the journal meets at least two of the following criteria;
- (a) Publisher is a member of the Committee on Publication Ethics (COPE).
  - (b) Is indexed in Directory of Open Access Journals (DOAJ), Ulrich's Web, Scopus or Web of Science.
  - (c) Is accessible on PubMed.
- (xiv) Every thesis submitted for PhD degree at MUHAS must be accompanied by a declaration by the student, stating that it is the student's own original work and that it has not been submitted for a similar degree in any other University, with the exception of a case where the student has dual registration.
- (xv) The thesis shall contain a statement of copyright by the author (for details, see Guidelines for Preparation and Presentation of theses in *Appendix I and IV*).
- (xvi) No part of the thesis may be reproduced, stored in any retrievable system, or transmitted in any form or by any means: electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of the author or the University.
- (xvii) Every thesis submitted for PhD degree must be satisfactory with respect to its format and text presentation (as per *Appendix I and IV*).
- (xviii) The thesis must contain a structured English abstract (one page) which shall concisely indicate the problem investigated, the procedures, research methods employed, general results, new contributions made, and major conclusions reached. Unlike main text, the abstract shall be in Times New Roman, size 11, single spaced. There must also be a structured one page Kiswahili abstract that summarizes the contents of the English abstract in a popular, reader-friendly language that can be comprehended by the general public.
- (xix) The maximum number of pages per thesis for PhD by Monograph is 200, with a tolerance of 10% above this limit i.e. up to 20 extra pages, appendices and footnotes included. For PhD by research and publications, the final pages per thesis shall be 80 with 10% tolerance.
- (xx) The thesis shall contain a declaration by the student's supervisor confirming that he/she has read the thesis and found it acceptable for examination.
- (xxi) All theses will be evaluated exactly in the form in which they have been submitted.
- (xxii) The minimum requirements for a PhD by Monograph are the same as that for a PhD by Research and Publications. Thus, all theses submitted for examination will be evaluated with the same scientific rigor.

### 5.4.3 Examination of PhD Thesis by Monograph

- (i) For every PhD candidate approaching submission, Senate shall appoint, on the recommendation of the relevant department, School/Institute Board and the SHDC, a panel of examiners consisting of:-
  - (a) External examiner from an outside University.
  - (b) Two internal examiners (MUHAS faculty) who are experts in the candidate's research area, appointed by the School/Institute.
- (ii) The examiners must be senior academicians with PhD degrees and must have publications in the last 3 years.
- (iii) Transmission of theses to the internal examiner, external examiner and panellists is the official responsibility of the Head of Department through the Dean/Director of the relevant School/Institute.
- (iv) The PhD thesis should show evidence that the candidate has made an original and significant contribution to knowledge. The problems addressed should be clearly and precisely formulated. The materials and methodology employed must be adequate and appropriate. The results must provide good, controllable documentation. Tables, figures and other illustrations must be appropriately presented. The conclusions drawn must be justifiable. The treatment of literature must be adequate with regard to critical selection and evaluation. The references must be correct. The presentation of the text must be clear, precise and linguistically satisfactory.
- (v) The Examiners shall be required to submit independent detailed reports of assessment of the written PhD thesis within a period of two months from the date of receipt of the thesis. If the reports are not received within three months, new examiners shall be appointed.
- (vi) Each examiner shall submit a summary of his/her evaluation of the thesis (using form MUHAS/PG.F13) with a definite recommendation for one of the following actions:-
  - (a) The thesis is approved for defence as it is; or
  - (b) The thesis is approved for defence after correction of typographical errors and/or minor revisions to the satisfaction of the supervisor and head of department; or
  - (c) The thesis is not approved for defence until major revisions and corrections are done as recommended to the satisfaction of internal and external examiners; or
  - (d) The thesis is rejected outright.
- (vii) The Head of department shall compile summary of examiners' report and submit to SHDC through the relevant School/Institute with recommendation on suitability for oral defence. Copy of examiners' comments on technical evaluation of the thesis shall be sent to the student through the main supervisor.
- (viii) The candidate makes changes to written thesis as suggested by examiners and re-submits updated version of the thesis in loose bound form to Head of Department and Dean/Director of the relevant School/Institute through the main supervisor. In case of major correction, copies of updated thesis shall be re-transmitted by Head of Department and Dean/Director of School/Institute to internal and external examiners for re-examination.
- (ix) A thesis approved subject to minor revisions must be submitted for defence within 3 months.



- (x) A thesis not approved for defence in current form must be re-submitted after major corrections for re-examination by internal and external examiners within 6 months.
- (xi) A thesis rejected outright cannot be re-submitted. Another thesis can be submitted for examination within 12 months, provided the maximum tenure allows.
- (xii) Candidates who fail to submit their thesis within the period stated in 5.4.3(ix - xi) above shall be discontinued from studies.

#### **5.4.4 Examination of PhD Thesis by Research and Publications**

- (i) The thesis for PhD by Research and Publications shall consist of a minimum of four original research articles and a frame of the research work.
- (ii) At least two articles must have been published/accepted in regionally or internationally reputable peer reviewed journals(s) and two must have been submitted for publication. The candidate must be the first author in all the four articles.
- (iii) The thesis frame should include a general presentation of the scientific results with a detailed, up-to-date comparative discussion. The thesis frame should be a scientific document that gives the candidate the opportunity to present unpublished data, discuss aspects of his/her articles in more depth and, if necessary, correct them. It should demonstrate scientific overview and maturity, as well as the ability to discuss scientific problems in details.
- (iv) Thesis internal and external examiners shall be selected following procedures as in section 5.4.3 (i and ii) above.
- (v) Transmission of theses to the internal examiner, external examiner and panellists is the official responsibility of the Head of Department through the Dean/Director of the relevant School/Institute.
- (vi) The examiners will assess the thesis and report using Form MUHAS/PG.F13. The Head of department shall compile summary of examiners' report and submit to SHDC through the relevant School/Institute with recommendation on suitability for oral defence, indicating one of the following;-
  - (a) The thesis is approved for defence as it is.
  - (b) The thesis is approved for defence after minor corrections to the satisfaction of the supervisor and head of department.
  - (c) The thesis is not acceptable for defence, but may be re-submitted for re-examination after major corrections are done to the satisfaction of the internal and external examiners.
  - (d) The thesis is rejected outright.
- (vii) A copy of examiners' comments on technical evaluation of the thesis shall also be sent to the student through the main supervisor.
- (viii) The candidate makes changes to written thesis as suggested by examiners and re-submits updated version of the thesis in loose bound form to Head of Department and Dean/Director of the relevant School/Institute through the main supervisor. In case of major correction, copies of updated thesis shall be re-transmitted by Head of Department and Dean/Director of School/Institute to internal and external examiners for re-examination.
- (ix) A thesis approved subject to minor revisions must be submitted for defence within 3 months.

- (x) A thesis not accepted for defence in current form must be re-submitted after major corrections for re-examination by internal and external examiners within 6 months.
- (xi) A thesis rejected outright cannot be re-submitted. Another thesis can be submitted for examination within 12 months, provided the maximum tenure allows.

#### **5.4.5 Final Submission of Thesis for PhD by Research and Publications**

- (i) Candidates for PhD by Research and Publications shall submit their fully bound thesis **before** *viva voce*.
- (ii) For thesis approved for defence, the candidate shall incorporate corrections suggested by examiners and prepare fully bound copies of the thesis for submission to Dean/Director of School/Institute through the Supervisor and Head of Department before appearing for oral defence. Working with the School/Institute, the Head of Department shall transmit copies of fully bound thesis to approved *viva voce* panellists. Additionally, six (6) copies of fully bound thesis shall be submitted to DPGS (together with an electronic copy) for University records. Office of the DPGS shall announce date of defence only AFTER these copies have been received. In total, it is therefore advised that students prepare a minimum of 20 copies of fully bound thesis (6 to DPGS, and copies to Head of Department, Dean/Director of School/Institute, *viva voce* panellists, Supervisors and for own use). Of note:
  - (a) The supervisor shall make sure that the thesis is ready for printing. The University shall identify a competent publisher of the thesis.
  - (b) The Dean/Director shall be responsible for ensuring that the thesis is printed according to University specifications (see appendix 1(g) through 1(j)). Specifically,
    - (i) Final book dimensions shall be 25.0cm in length and 18.0cm in width.
    - (ii) Printing should be on both sides, using good quality A5 paper.
    - (iii) Printable field should have margins of 3.0cm top and left; 2.0cm right and bottom.
    - (iv) Text should be in Time New Roman font, size 12, one and half spaced.
  - (c) The thesis shall be bound black.
  - (d) Cover page shall bear:-
    - (i) Title of thesis in sentence case.
    - (ii) Name of the candidate.
    - (iii) Phrase “Doctor of Philosophy (PhD) Thesis”.
    - (iv) Month and year of publication.
  - (e) The writing on the spine shall read from the bottom to the top and bear the following:-
    - (i) Surname and initials of the candidate.
    - (ii) Title of the thesis.
  - (f) Additional advice on binding should be sought from the Directorate of Postgraduate Studies, MUHAS.

- (iii) Chairperson of SHDC will announce the date of defence, which shall also be posted on the University website. The defence will be open to the public.
- (iv) The candidate shall distribute an errata list, if any, before commencement of the defence.

#### **5.4.6 PhD Thesis Defence**

- (i) In addition to writing a thesis, the PhD candidate (both by Monograph & by Research and Publications) shall appear for a defence (*viva voce*).
- (ii) The *viva voce* shall take place only after the SHDC has been satisfied that the thesis submitted by the candidate is considered by the examiners to be of acceptable standard.
- (iii) The members of *viva voce* panel shall be so selected as to ensure that the candidate is examined by sufficiently qualified and experienced scholars in the research (or related) area. These must be holders of PhD degrees, must have the academic rank of Senior Lecturer and above and must have publications in the past 3 years.
- (iv) The composition of the *viva voce* panel shall be as follows:-
  - (a) Chairperson (Head of Department of Representative)
  - (b) External Examiner who examined the thesis (or his/her representative).
  - (c) Two Internal Examiners who examined the thesis (or their representatives, where applicable).
- (v) Candidate's supervisors are allowed to attend as observers.
- (vi) As much as possible, the *viva voce* panellists should be the same individuals who examined the written thesis.
- (vii) The Chairperson of the *viva voce* panel, who need not be a specialist in the candidate's thesis area, shall be a senior academician, and similar to other panellists, shall be appointed by the Senate through the SHDC, on the recommendation of the relevant School/Institute. He/she shall only guide the proceedings, and shall not have the power to influence outcome of the defence.
- (viii) The *viva voce* panellists shall be provided with copies of the candidate's thesis, at least two weeks before the date of the oral examination. The thesis shall be in *loose bound* form for PhD by Monograph and *fully bound* form for PhD by Research and Publications. Transmission of the thesis to *viva voce* panellists is the official responsibility of the Head of Department through Dean/Director of appropriate School/Institute.
- (ix) Panellists who are unable to be present at the *viva voce* examination shall submit their oral examination questions to the SHDC, and also nominate their representatives (where possible) as per 5.4.6 (iv).
- (x) The duration of the *viva voce* examination shall normally not exceed three hours.
  - (a) Maximum of 45 minutes of presentation
  - (b) Maximum of 2 hours of comments, question and answers
  - (c) Maximum of 15 minutes of deliberations
- (xi) The questions in the *viva voce* shall primarily focus on the candidate's thesis research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity in the thesis subject area.

- (xii) The defence will be open to members of the University and the public may be allowed to ask any question after the panellists' questions have been addressed.
- (xiii) 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 weakness in the thesis can be adequately clarified by the candidate.
- (xiv) At the end of *viva voce*, the panel members shall sign a *viva voce* Examinations Results Form MUHAS/PG.F14, giving specific recommendation to SHDC on one of the following actions:-
  - (a) PhD should be awarded to the candidate unconditionally; or
  - (b) PhD should be awarded subject to minor revisions, to be submitted for degree award within 3 months after satisfaction of the supervisor and head of department (applicable *only* for PhD by Monograph); or
  - (c) The thesis is failed. PhD should not be awarded.
- (xv) Form MUHAS/PG.F14 shall be submitted to the Chairperson of SHDC through the respective Deans/Directors for processing.
- (xvi) Chairperson of the panel shall also submit to SHDC 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.
- (xvii) The *viva voce* panellists should, as far as possible, work towards arriving at a unanimous decision on the candidate's performance. Where the examiners are not in agreement in their overall recommendation, SHDC shall examine the case and recommend one of the following actions:-
  - (a) The recommendation of the External Examiner(s) be adopted.
  - (b) An additional independent examiner be appointed.
  - (c) The relevant School/Department to establish a panel to examine the candidate orally.
- (xviii) Following panel deliberations, Chairperson of the *viva voce* panel shall announce provisional results of the thesis defence to the candidate.
- (xix) Senate shall make the final decision on the PhD degree award to the candidate, on the recommendation of the SHDC.

#### **5.4.7 Final Submission of Thesis for PhD by Monograph**

- (i) Unlike PhD by Research and Publications, candidates for PhD by Monograph will submit their fully bound theses **after** *viva voce*.
- (ii) Following satisfactory defence and completion of all corrections recommended by examiners after *viva voce*, the candidate shall submit 6 copies of fully bound thesis, including one soft copy, to the Dean/Director for transmission to DPGS for University records. The candidate should also print extra copies for distribution to the Department, School/Institute, Supervisors and for own use. In total, it is therefore advised that students prepare a minimum

of 20 copies of fully bound thesis (6 to DPGS, and copies to Head of Department, Dean/Director of School/Institute, Supervisors and for own use).

- (iii) Each copy shall be bound black and the spine shall be embossed in gold, bearing:-
  - (a) Surname and initials of the student.
  - (b) The degree for which the thesis has been submitted.
  - (c) The year of degree award.
- (iv) The writing on the spine shall read from the bottom to the top.
- (v) The title of the work shall be printed in gold letters on the front cover of the bound volume.
- (vi) Additional advice on the binding should be sought from the Directorate of Postgraduate Studies, MUHAS.

## **PROGRAMME COMPLETION AND PUBLICATION OF THESES WORK**

### **5.5 Completion of a Programme**

- (i) The maximum duration of PhD is six years for full time and seven years for part-time students.
- (ii) Failure of a student to complete the study programme within the specified period shall necessitate his/her discontinuation from studies, unless Senate decides otherwise.

### **5.6 Publication of Theses work**

- (i) Candidates for PhD by Research and Publications are required to have a minimum of four original research articles from their theses work.
- (ii) Candidates for PhD by Monograph have a requirement to publish only one article and submit manuscript for the other before graduation. Nonetheless, candidates are highly encouraged to work with their supervisors to develop manuscript(s) from the rest of their theses for publication in peer reviewed journals. Publication of theses must abide to MUHAS policy on publishing students' data.
- (iii) Publication of data from theses must abide to the MUHAS IPR policy and guideline on publishing students' data.

## CHAPTER SIX

### POSTDOCTORAL PROGRAMMES

#### INTRODUCTION

##### 6.1 General Information

Post-doctoral programmes are non-degree programmes undertaken by PhD holders under supervision. The purpose of the programmes is to attract recently qualified PhD graduates to MUHAS to enable them further develop their research, teaching and leadership skills, enhancing their potential for full-time academic career at MUHAS or elsewhere. At the same time, the aim is to promote and stimulate operational research activities, strengthen postgraduate supervision and education among faculty and within the University. New PhD graduates are encouraged to pursue post-doctoral programmes soon after completion of their PhDs.

##### 6.2 Types of Postdoctoral Positions at MUHAS

- (i) Eligible candidates can enrol as Postdoctoral Associates or Postdoctoral Fellows;
  - (a) **Postdoctoral Associates** are considered MUHAS employees and are appointed as academic staff. The academic/research mentor should be a senior academic staff of the University with grants and a position for the postdoctoral associate. The postdoctoral associates are appointed by Senate through the Department, School/Institute and the SHDC.
  - (b) **Postdoctoral Fellows** are non-MUHAS employees who are given academic/research appointments in the departments. The postdoctoral fellow may have his/her own grant or may be supported by grant(s) of his/her mentor. The academic mentor should be a senior academic staff at MUHAS. Academic mentors shall be approved by Senate through the Department, School/Institute and the SHDC.
- (ii) The Postdoctoral Associates and Fellows (Post-docs) play a crucial role at the University; they supplement the research expertise of faculty by sharing new techniques, collaborating with other institutions, write grants and help manage the daily operations of a laboratory or research site. They also contribute in teaching and supervision of undergraduate and postgraduate students.

Post-doctoral programmes usually take between 1-5 years. A post-doc will work under the leadership of a mentor within MUHAS. At the University, the mentor must be a senior faculty with a PhD degree. He/she must also be an active researcher with expertise in candidate's area of research interest. The post-doc will participate fully in the MUHAS research program, and will collaborate with other researchers working at the University. Post-docs will also interact with postgraduate students at the University, and may act as co-supervisors for Master and Doctoral students.

In order to stimulate operational research geared to address day to day problems within the Health Sector, post-docs will be selected based not only on their ability to improve the research output of the University or faculty, but importantly on their ability to contribute to innovative ideas within

the identified program and their ability to share this within a community of practice. This includes ability of the outcome to influence national and regional policies and practices in Health and Allied Sciences.

Post-doctoral programmes can be undertaken at all Schools/Institutes at MUHAS depending on availability of positions. Besides contributing to novel discovery, post-docs are expected to acquire other key competencies during their tenure. These competences include;

- a) Advanced research skills (technical, analytical).
- b) Grants writing skills.
- c) Research dissemination (through conference presentations, manuscript writing and scientific publications).
- d) Establishment of local, regional and international research collaborations and membership in relevant professional societies.
- e) Development of core research theme (based on interest, expertise and availability of resources) that will be the primary area for the development of an independent research career.
- f) Acquisition of research administration skills.
- g) Setting up and managing an independent research team.
- h) Acquisition of teaching/academic skills.

Depending on the agreement between the mentor and mentee, post-docs can also pursue non-academic/non-research activities while at MUHAS, including policy development and consultancy to national or international organizations on defined problems. These should be clearly defined in the concept note and work plan submitted by the post-doc at the time of application for registration.

The source of funding for research as well as subsistence for the post-doc usually comes from (1) MUHAS own funds, (2) MUHAS managed research grants provided by Development Partners/Institutions, (3) other funding institutions or agencies, local or international, which are willing to collaborate/partner with MUHAS, or (4) any grant awarded to the post-doc.

## **APPLICATION, ADMISSION AND REGISTRATION**

### **6.3 General Information**

All matters relating to application, selection, admission and general welfare of post-docs will be under the Directorate of Postgraduate Studies (DPGS). Final decisions relating to these matters will be made by Senate upon recommendation of the Senate Higher Degrees Committee (SHDC).

#### **6.3.1 Advertising of Post-doctoral Positions**

- (i) All post-doctoral positions at MUHAS will be advertised openly in the University website and other media.
- (ii) The advertisement will clearly state;-
  - a) That MUHAS has secured/established a grant to support a post-doctoral programme.

- b) Duration of the programme.
- c) Where tenable.
- d) Eligibility/qualifications of applicants.
- e) How to apply and deadlines for application.
- f) Items to be submitted with the application.

### **6.3.2 Submission of Applications**

- (i) Application for registration into postdoctoral programmes will be made through the postdoc registration form (MUHAS/PG.F10) for all Schools and Institutes. The forms are available at the MUHAS website and the DPGS office. These forms should be duly filled in triplicate and submitted to DPGS, together with certified copies of transcripts, degree certificates, birth certificates and copy of receipt of application fee.
- (ii) The applicant should also submit a full CV indicating academic qualifications (when and where they were obtained), profession (i.e whether a Social Scientist, a Health Worker, Doctor of Medicine, Pharmacist, Dental Surgeon, Nurse, Lab Scientist etc), nature of work at current employment, researches done before (collaborative or single), work/assignment other than research with other teams to address a defined problem, recent publications of interest or related to the theme of the post-doc being applied for, computer and language competences, competences in qualitative and quantitative research.
- (iii) The applicant shall also submit a concept note (5 pages maximum), describing the approach for addressing the problem to be investigated for the post-doctoral programme in the respective theme.
- (iv) For research-based postdoctoral programmes, the concept note shall contain;-
  - a) A short background (2- 3 paragraphs), presenting a brief overview of literature in the main area of research.
  - b) Problem Statement (one paragraph).
  - c) Research questions
  - d) The general objective and numbered specific objectives (one paragraph).
  - e) Conceptual framework. This shall be accompanied by a one paragraph narrative.
  - f) The methodology to be used.
  - g) Expected publications.
  - h) Research budget and timelines (should be in line with limits predetermined by granting authority).
  - i) References list
- (v) For non-research based postdoctoral programmes, the concept note should state the primary activity of the programme (consultancy, policy development etc), targets, proposed methodology in achieving the stated goals, and types of skills and competences expected to be acquired.
- (vi) Each applicant shall also submit to DPGS a detailed work plan for his/her postdoctoral tenure at the time of application for registration. The work plan is designed jointly by the applicant



and the mentor(s). The individual work plan must include the first five (a - f) main areas, while others may be tailored according to competences needed:-

- a) Timelines for achieving the stated goals
  - b) Plan for interaction with the mentors
  - c) Financing plans and budget
  - d) Plans for supervision of Masters and PhD students
  - e) Relevant courses to be taken
  - f) Individual learning outcomes
  - g) Research plan and expected publications
  - h) Training and teaching plans
  - i) Plans for conference attendances and presentations
  - j) Plans for writing and submission of research grant applications
- (vii) Applicants are responsible for soliciting recommendation from two referees regarding their suitability for the intended postdoctoral positions. The referees should send the reports confidentially to DPGS. Form MUHAS/PG.F2 shows the format which is expected of the reports.
- (viii) Women candidates are encouraged to apply.

### **6.3.3 Application Fees**

- (i) All applicants are required to pay a non-refundable application fee as indicated in a fee structure in the University prospectus. The fee should be paid through MUHAS Bank accounts (Refer to form MUHAS/PG.F10)

*The fees will be revised from time to time, as need arises. Information on the fees applicable for any given year is obtainable from offices of Deans and Directors of Schools/Institutes, office of DPGS and the University Prospectus.*

### **6.3.4 Entry Qualifications**

- (i) A PhD (or equivalent) in Health or Allied Sciences, acquired not more than 5 years from the time of application for a postdoctoral position.
- (ii) The candidate should also demonstrate:-
  - a) Verifiable knowledge (e.g. publications) of current issues and trends related to the post-doctoral position applied for.
  - b) Experience in collaborating with other researchers in investigating health problems.
  - c) Proven ability to work effectively in multi-disciplinary teams and for innovative “out-of-the-box” approaches in research.
  - d) Proven writing ability through publications and grants written.
  - e) Computer literacy for standard, statistical and mapping programs where applicable.
  - f) Fluency in the English language.
  - g) Good oral and written communication skills and an ability to work with people from diverse backgrounds.
  - h) Outstanding networking, team-building, organizational and communication skills.

- i) Ability to present complex scientific information orally and in writing to a wide group of audiences.

### **6.3.5 Other Requirements**

- (i) Certificates obtained from universities and institutions of higher learning not listed by the Tanzania Commission for Universities (TCU) shall be subject to approval by the same.
- (ii) Experience of working in multi-national research projects and ability to develop project proposals that can attract additional funding during the course of an award will be added advantages.
- (iii) Each fellowship is tied to a specific research opportunity located at MUHAS. Selected applicants must therefore relocate to MUHAS for the entire period of their programmes. This is a pre-requisite for appointment and for maintaining registration in the programme.
- (iv) One cannot start his/her post-doc appointment at MUHAS until all prior requirements are met as provided for in this process. All disbursements will only be done when all requirements have been met.

### **6.4 Review of Applications and Candidate Selection Criteria**

- (i) All standing procedures for postgraduate admission at MUHAS will be followed. Final approval relating to these matters will be made by Senate upon recommendation by SHDC.
- (ii) All submitted applications will be coded and the office of DPGS shall forward the application to the respective Schools/Institute. The Schools/Institute will forward the applications to the relevant Departments for evaluation.
- (iii) Applications will be evaluated based on the following criteria:-
  - a) Quality of the proposed work and its alignment with the post-doctoral position being advertised.
  - b) Conformity with MUHAS ethical requirements.
  - c) Laboratory/methodological soundness of the proposal.
- (iv) Special attention will be paid to quality of the application, the likelihood for success and contribution of the proposed research/project in addressing health sector challenges.
- (v) Postdoctoral applicants will be evaluated on the basis of demonstrated scholarly ability, and on their potential for making sound contributions as independent scientists in finding solutions to health sector problems facing the nation.
- (vi) Priority for selection of research-based postdoctoral fellows will be given to applicants whose proposed research is particularly interdisciplinary and/or innovative.
- (vii) Proposals for research that incrementally extend an ongoing team project will be given lower selection priority. This is to encourage innovation.
- (viii) On the basis of the department's recommendations, the School/Institute will recommend to SHDC the mentor(s) proposed by the applicant.
- (ix) The SHDC, upon receiving the recommendations by the School/Institute, shall discuss and recommend to Senate for approval of registration.

## **6.5 Registration**

- (i) Applicants approved by Senate will be fully registered as post-doctoral associates or post-doctoral fellows at MUHAS in their respective departments.
- (ii) Post-doctoral associates and fellows are required to renew their registration at the beginning of each academic year by filling form MUHAS/PG.F4 and paying the required fees.
- (iii) Following registration, research track post-docs will be required to develop full proposals of their proposed research, in consultation with their mentors, and submit to DRP for ethical clearance. Application for ethical clearance shall not be required if the research programme has already been granted ethical approval.
- (iv) The duration of postdoctoral associateship/fellowship shall be 1 to 5 years depending on research needs, sponsorship and agreement between the post-doc and mentor.
- (v) The individual work plan should be revised at least once every year during the course of the postdoctoral fellowship. It is the responsibility of both the mentor and the post-doc to ensure that the work plan is kept up to date.
- (vi) Major changes such as place of fieldwork must be submitted in writing to DRP through Chairperson of SHDC.

## **6.6 Postdoctoral Commencement and Termination**

### **6.6.1 Admission into postdoctoral programmes**

- (i) Each successful applicant shall be issued an Offer Letter. This shall detail:-
  - (a) Theme of activities to be undertaken (research, policy development, consultancy etc).
  - (b) The primary mentor and any other mentors (in country) and their contacts.
  - (c) In available, secondary mentors (out of country) by name and contacts.
  - (d) Coordinating institution and contact person for activities outside the country.
  - (e) Commencement date and demand for submission of a detailed work plan developed collaboratively with the mentors.
  - (f) Duration of fellowship and projected fellowship end date.

### **6.6.2 Appointment Starting Date**

- (i) Appointment start date (the first day of reporting at MUHAS to officially begin the appointment) should be no later than two months from the date of commencement of post-doc stated in the MUHAS Appointment Letter.
- (ii) In case of special circumstances that require a candidate to change the start date or delay the start beyond two months, notification must be sent to University Senate requesting a delay in starting the fellowship.
- (iii) MUHAS reserves the right to withdraw the offer of appointment if the candidate and mentor(s) cannot agree on a start date.

### **6.6.3 Terminating Appointments**

- (i) The termination or end date is the last day a candidate will hold a postdoctoral position at MUHAS. A pre-determined end date will be specified in the appointment letter depending on the agreement between the candidate and mentor.
- (ii) The end date may be amended for early termination or for appointment renewals.
- (iii) If the post-doc initiates early termination, the post-doc must immediately inform the DVC-ARC through his/her primary mentor and SHDC of his/her intentions for early termination. This written notification should be submitted at least 30 days before the proposed early termination date.
- (iv) If a MUHAS post-doc terminates an initial appointment with fewer than twelve months of participation, he/she must repay MUHAS in full any relocation expenses and/or salary advance received. They must also submit a Final Report and settle any outstanding travel expenses.

### **6.7 Progress and Final Reports**

- (i) The Postdoctoral associate or fellow is obliged to submit reports every year by using form MUHAS/PG.F11.
- (ii) Final report is needed at completion. This should list all publications, papers presented, conferences participated and other experiences during postdoctoral appointment.

### **6.8 Other Rules and Regulations**

- (i) All post-docs are entitled to a salary equivalent to that of a Lecturer or above (as determined by the MUHAS scheme of service). Post-doctoral associates will continue to receive their MUHAS salaries. Post-doctoral fellows will receive their salaries from their employing institutions or from research grants that support their post-doctoral work. Receiving double salaries is not allowed.
- (ii) Besides salaries, post-docs are entitled to allowances according to activities conducted including field allowances and other benefits. Candidates will not be allowed to accept more than one salary.
- (iii) Allowances and their management (e.g. disbursing intervals etc) will be determined by the offices of the Director of Postgraduate Studies and the Directorate of Finance, guided by standing regulations.
- (iv) MUHAS post-docs must also participate in the core functions of the University. With the approval of the MUHAS DVC-ARC, however, a post-doc may be excused from participation for brief periods due to illness, personal emergencies or other unforeseen circumstances.
- (v) Post-docs are not allowed to supplement their salaries through simultaneous employment that compete with the fellowship activities. The appointment must be continuous; a break between appointment years is not allowed. Anticipated research needs and special requirements necessary to conduct the proposed research should be identified in the concept note while applying for post-doctoral position. The MUHAS post-doc program will cover costs of equipment needed for the proposed research and data collection in the field, including costs of all research hardware, software, books, publication charges, costs of printing/laminating of posters and/or handouts for presentations at conferences or meetings. The program shall also pay professional society membership fees, registration fees for

trainings related to research as well as travel costs to professional meetings and conferences depending on the availability of funds in the program and agreement reached between the post-doc and mentor(s).

## **POSTDOCTORAL PROGRAMME COMPLETION AND PUBLICATION OF RESEARCH WORK**

### **6.9 Completion of Programme**

- (i) The maximum tenure of a Post-doctoral programme shall be 5 years.
- (ii) Upon completion, post-docs must submit to SHDC a full report summarizing research accomplishments attained during their programmes.

### **6.10 Publication of Research Findings**

- (i) MUHAS post-docs are encouraged to publish their research findings in peer-reviewed journals.
- (ii) Post-docs are required to adhere to MUHAS institutional review board (IRB) requirements for publication of research findings.
- (iii) All publications should include appropriate acknowledgment of the MUHAS project that sponsored the post-doc.
- (iv) Guidelines and procedures for publications, copyrights and patents should be discussed with mentor(s) at the start of postdoctoral appointment. Publication of data must abide to the MUHAS IPR policy and guideline on publishing students' data.

## **CHAPTER SEVEN**

### **OTHER FORMS OF POSTGRADUATE STUDENTSHIP**

#### **7.1 OCCASIONAL STUDENTS**

##### **7.1.1 Definition**

The term "Occasional Student", as applied at MUHAS, shall be taken to mean any student whose study programme lasts for only one semester, or part of a semester, and does not extend to a full academic year. Occasional students may be exchange students who spend part of the semester at MUHAS for training or research activities.

##### **7.1.2 Entry Requirements**

- (i) The entry qualifications shall be as those prescribed for regular postgraduate students.
- (ii) The application for Occasional Studentship must be supported by at least two referees. At least one of these must be an academic member of staff at MUHAS, who is well acquainted with University teaching and research activities.
- (iii) The admission of an occasional student will take into consideration not only the academic qualifications of the applicant, but also availability of a local supervisor in the relevant department where the applicant intends to undertake studies.
- (iv) While occasional students are not obliged to sit for the end of semester examinations, they are encouraged to do so. They may be allowed to take various courses by audit.
- (v) Occasional students shall pay USD 500 for registration.
- (vi) Occasional students may register for some undergraduate courses.

#### **7.2 SHORT-TERM STUDENTS**

##### **7.2.1 Definition**

The term "Short-term Student" as applied at MUHAS shall be taken to mean any student whose study programme lasts for one full academic year.

##### **7.2.2 Entry Requirements**

- (i) The admission qualifications shall be as those prescribed for regular postgraduate students.
- (ii) Short-term students are expected to enrol in their courses for credit. Hence, they shall be required to take end of semester examinations.
- (iii) Short-term postgraduate students taking courses for credit will be governed by the general University regulations applicable to other relevant postgraduate courses.
- (iv) Short-term students may enrol for training by research alone, in which case they will be assigned supervisors to guide them.

- (v) Short-term students shall pay a total amount of USD 6,720 (Master) or USD 11,120 (PhD) to the University for the year of study as shown in the table below.

SN	ITEM	Master (USD)	PhD (USD)
1	Registration	100	120
2	Tuition	6,000	8,000
3	Examination	120	1,200
4	Research Supervision	500	1,800
	Total	6,720	11,120

## 7.3 RESEARCH ASSOCIATES

### 7.3.1 Eligibility

- (i) Postgraduate students registered in other institutions may also have the opportunity to conduct part of their studies at the dissertation or thesis stage as research associates at MUHAS.

### 7.3.2 Registration

- (i) In order to obtain such associateship, students must send applications to Senate through SHDC and the respective teaching units at least six months in advance stating the duration they would spend at MUHAS.
- (ii) The application letter must be attached with the following documents:-
- 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.
  - 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.
  - Applicant's full curriculum vitae.
  - Names of two referees, one of which is a supervisor to the student, who are qualified in the field of research, which the applicant wishes to undertake.
  - Name of contact person in the department of intended study at MUHAS, who shall also co-supervise the student.
  - Ethical clearance from his/her country and/or from the relevant Tanzanian Institutional Review Board.
  - Research clearance from the Tanzania Commission for Science and Technology.
- (iii) The research associateship will be awarded for a period not exceeding one academic year. Applicants for registration as Postgraduate Research Associates shall hold either a good Bachelor or Master's degree and must be registered students of recognized institutions of higher learning.
- (iv) Research Associates who wish to extend their work at the University may apply for renewal at least two months before the expiry of their registration. The renewal letter stating justification for continuation of the registration must be sent to Senate through the SHDC and the respective teaching Units.
- (v) Additional regulations regarding Research Associates are in Section 8.1 in Chapter 8.

## CHAPTER EIGHT

### ADDITIONAL GUIDELINES AND PROCEDURES FOR POSTGRADUATE DEGREE PROGRAMMES

#### 8.1 Dual Registration

MUHAS has developed links with other academic institutions for collaboration in postgraduate training. Under these arrangements, postgraduate students registered in other universities can have opportunities to register and conduct part of their coursework or research at MUHAS and *vice-versa*. The awarding of University degrees to graduating students is contingent upon meeting the degree requirements of each University or as per terms of agreement between the collaborating Universities.

##### 8.1.1 Eligibility

- (i) Dual registration can be for Master or PhD students.
- (ii) Dual registration is applicable to sandwich programmes as well as other programmes which can be run jointly by MUHAS and the collaborating University.
- (iii) The programmes will be open for Tanzanians and as well as non-Tanzanians.

##### 8.1.2 Application and Registration

- (i) Depending of agreement between MUHAS and the collaborating University, the main University where the student registers will be regarded as the *primary* University. The other University will be considered *secondary* University.
- (ii) Application and registration at MUHAS will follow the procedures for application and registration for Master and PhD programmes. Application and registration at the collaborating University will follow procedures stipulated by the respective University.
- (iii) Registration at MUHAS shall be renewed annually.

##### 8.1.3 Supervision and Assessment

- (i) The student will have at least two supervisors, one from MUHAS and another from the collaborating University. The co-supervisors shall be appointed according to the needs.
- (ii) Maximum tenure, student supervision and evaluation process will follow standard University procedures for Master and PhD programmes as stipulated in these guidelines and the University Prospectus.

##### 8.1.4 Fee structure for dual registration

These will follow the MUHAS fee structure for Master and PhD programmes. Only candidates who are primarily registered at MUHAS will pay full tuition fee to MUHAS. Students who are secondarily registered at MUHAS will pay bench fee according to the agreement between MUHAS and the collaborating University.



## **8.2 Additional Registration Regulations**

### **8.2.1 Medical Records**

- (i) All students are required to provide complete medical records at the beginning of the degree programme. This shall be accomplished by duly filling-in and submitting the Medical Records Form (MUHAS/PG.F21; appended).

### **8.2.2 Extension of Registration Period**

- (ii) Students who, for valid reasons, require extension of their registration period may apply (using MUHAS/PG.F15) for an extension with a cover letter endorsed by the supervisor, Head of department and Dean of School/Director of institute. SHDC shall determine the validity of reasons for the extension.
- (iii) If the extension is due to the student, he/she shall pay an extension fee that is proportional to the approved annual fees. If the reasons are due to the supervisor, University management shall take appropriate action to the supervisor. Under very special circumstances, the SHDC may recommend to Senate a further extension of registration.
- (iv) The duration of extension for a one-academic year programme, such as MPH regular track, shall be six months.
- (v) The duration of extension for a two-academic year programme leading to MSc by coursework and dissertation or MSc by research and publications, shall be one year.
- (vi) The duration of extension for a three-year academic programme leading to MMed/ MDent, shall be one year.
- (vii) The duration of extension for a two-year academic programme leading to MSc Super-specialization, shall be one year.
- (viii) The duration of extension for academic programme leading to PhD by research and publications or monograph, shall be one year.

### **8.2.3 Freezing of Registration**

- (i) If, for any sound reason, a student fails to continue with his/her studies, he/she may apply to the chairperson of the University Senate for freezing of registration through his/her supervisor, Department, School/Institute and SHDC.
- (ii) The maximum period for such freezing of registration shall be two semesters (one year) for Master as well as PhD programmes.

### **8.2.4 Transfer of Registration**

- (i) Students from other Universities (in or outside of Tanzania) who would like to continue with their postgraduate programmes at MUHAS may apply to Senate through respective Departments/Schools/Institutes and SHDC.
- (ii) Students' former institutions must be internationally recognized. Tanzanian institutions must be accredited by TCU.
- (iii) Transferring students are also allowed to transfer credits acquired from former universities. The following must be adhered to during credit transfer;-

- (a) The number of credits transferred shall not exceed one third of the total credits for the programme at MUHAS.
  - (b) Substantial similarity must exist in content of the course offered at the former University relative to that at MUHAS for credit transfer to be acceptable. Determination of this is under discretion of MUHAS.
  - (c) Transferring students shall earn credits only for successfully completed course units.
  - (d) Transfer of credits will take place within a period not exceeding *five years* from the time they were earned.
- (iv) The students should meet the minimum entry qualifications at MUHAS for the programme in which they are transferring to.
- (v) Transferring students should be aware that a core subject, course or module in the releasing institution may not necessarily be a core subject, course or module at MUHAS and *vice-versa*.
- (vi) The transferring student shall work with the releasing institution to make sure;-
- (a) Evidence of the amount of time the student spent at the releasing institution is provided.
  - (b) Transcript is provided, indicating the credits and grades awarded to the student for each subject/course.
  - (c) Student's sponsor is informed in advance of the transfer to MUHAS.

### **8.2.5 Postponement of Studies**

Postponement of studies shall not be entertained. However, under special circumstances, permission to postpone studies may be considered as per regulations 2.3 (vii and viii).

### **8.3 Abiding to Civil Service Regulations and University Students by-laws**

- (i) Students are bound by civil service regulations including having only one annual leave of 28 days which should in this case be taken during the long vacation.
- (ii) Applications for annual leave should be made by filling in form MUHAS/PG.F22 (appended) and sent to DPGS through Head of Department and Dean/Director of relevant School/Institute for approval.
- (iii) Students' by-laws are also binding to all postgraduate students.
- (iv) All registered students are required to be available for training at all times as stipulated in the schedule of each training programme. Particular, students registered in clinical programmes are not allowed to practice at outside hospitals against the schedule provided by their respective programmes.

### **8.4 Academic dishonesty**

- (i) Acts of academic dishonesty include but are not limited to:-
  - (a) Plagiarism
  - (b) The acquisition and use without acknowledgement, of the academic materials belonging to someone else.

- (ii) The term “plagiarism” includes but is not limited to, a deliberate or negligent use by paraphrasing or direct quotation of published or unpublished work of another person without full and clear acknowledgement.
- (iii) Any candidate found guilty of academic dishonesty shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies.
- (iv) If cases of academic dishonesty are discovered after the candidate has been awarded a degree, the University shall have the power to withdraw the award.

### **8.5 Appealing for the selection process**

- (i) Applicants not satisfied by the selection results may submit an appeal to the University Senate through the offices of the Director of Postgraduate Studies and Deputy Vice Chancellor – Academic, Research and Consultancy.
- (ii) No appeal pertaining to the registration shall be entertained unless an appeal is lodged with the appropriate University authorities in accordance with these regulations within two months from the date of announcement of the admissions.
- (iii) All appeals shall be accompanied by non-refundable appeal fee of one hundred thousand shillings (TZS 100,000/=) in respect of Tanzanian students or one hundred dollars (USD 100.00) by Money Order in respect of foreign students.
- (iv) The same rates or any other rates as approved by relevant organs shall be charged for any further appeal decisions.

### **8.6 Appealing for examination results**

- (i) Appeals must be lodged with the appropriate University authorities within six months from the date of approval of the results.
- (ii) Except where unfair marking, wrongful computation of marks or grades or others such as irregularity committed in the conduct of any University examination is alleged, no appeal shall lie in respect of any such examination on any other ground.
- (iii) Any student or candidate aggrieved by a decision of the Senate Higher Degrees Committee may appeal to the Senate for reversal or moderation of the decision of the Committee.
- (iv) Appeals shall be lodged with the Board of the appellant’s School or Academic Institute, which shall forward the appeal with observations to the Senate Higher Degrees Committee, whose observations and recommendation will be forwarded to the Senate for approval.
- (v) Any member of the appellant’s School or Academic Institute Board who participated in making of the decision against which the appeal is lodged shall not have a voting right in the Senate over such an appeal and may participate therein only in terms of presentation of findings and recommendation of the appellant’s School or Academic Institute Board, or answering queries, as the case may be, and shall otherwise be absent from the Senate session considering any such appeal.
- (vi) Any person who has been involved at any stage in the processing of a case of alleged commission of an examination irregularity, whether at first instance or in preparation for the appeal, shall be barred from participation in the making of a decision over such a case, except for purposes of making a presentation of findings or recommendations or answering queries, as the case may be, in respect thereof and shall otherwise be absent from the Senate session considering any such appeal.

- (vii) No appeal pertaining to the conduct of any University examination and the marking of scripts thereof shall be entertained unless an appeal is lodged with the appropriate University authorities in accordance with these regulations within one year from the date of publication of the results by or under the authority of the Senate.
- (viii) All appeals shall be accompanied by a non-refundable appeal fee of one hundred thousand shillings (TZS 100,000/=) in respect of Tanzanian students or one hundred dollars (USD 100.00) by Money Order in respect of foreign students.
- (ix) The same rates or any other rates as approved by relevant organs shall be charged for any further appeal decisions.

### **8.7 Faculty Honoraria for Thesis/Dissertation Examination**

Internal and external examiners as well as chairpersons of Master and PhD dissertation/thesis examining panels are entitled to honoraria as per University regulations. These are payable as indicated in the table below:-

S/N	Panellists	Master programmes	PhD programmes
		TSH	TSH
1	External Examiner/Moderator	334,185	668,370
2	Internal Examiner	222,790	445,580
3	Chairman	111,395	222,790

*Note: The above amounts are subject to change from time to time as determined by Senate*

## CHAPTER NINE

### SUPERVISION OF POSTGRADUATE RESEARCH

#### 9.1 Introduction

The supervisor must have relevant supervisory skills in order to guide, encourage and inspire the student. He/she should be well acquainted with all the University's postgraduate regulations. The student must aim to produce high quality research work which entails commitment, hardworking and adherence to rules and regulations governing postgraduate research.

#### 9.2 Appointment of supervisors

- (i) The departmental meetings shall carefully consider the proposed supervisor's area of expertise, his/her qualifications and experience before nomination for a supervisory role. As far as possible, the supervisor should supervise postgraduate students only in his/her area of specialisation.
- (ii) For Master by Coursework and Dissertation students, heads of relevant departments at MUHAS are required to appoint a supervisor for each prospective student. For Master of Science by Research and PhD students, the relevant departments will be required to recommend supervisors and the relevant School/Institute Boards shall appoint the supervisors and present them to SHDC for final approval by Senate. All Master and PhD students shall be consulted on the selection of supervisors.
- (iii) Each Master by Coursework and Dissertation student shall be assigned a single supervisor. In cases where the need for additional expert supervision is needed, one or more additional supervisors may be appointed. This is true where the student's research topic is multi-disciplinary and hence requires supervision from more than one academic discipline. In such instances, one of the supervisors is normally designated as the main supervisor who shall be from MUHAS.
- (iv) MSc by Research and PhD students shall have the main supervisor and co-supervisor(s). The main supervisor must be from MUHAS. Co-supervisor(s) shall be appointed from within or outside MUHAS, and must have expertises that complement those of the main supervisor as deemed necessary depending of the scope of student's research. All supervisors must be approved by the University Senate.
- (v) Both the main and co-supervisors for specific degree programmes must have defined qualifications as detailed below;
  - (a) For Master by Coursework and Dissertation students, both the main and co-supervisor(s) must be at least Lecturers with expertise in student's area of study.
  - (b) For MSc by Research and Publications students, the main supervisor must be senior academic staff with PhD, and having expertise in student's area of study. Co-supervisor(s) must be at least Lecturers with expertise in student's area of study. Both the main and co-supervisor(s) must be actively involved in research with at least 3 publications in the past 3 years.

- (c) For PhD students, both the main and co-supervisor(s) must be senior academic staff with PhD, having expertise in student's area of study, and must be actively involved in research with at least 3 publications in the past 3 years.

### **9.3 Responsibilities of supervisors and students**

#### **9.3.1 Duties and Responsibilities of Supervisors**

- (i) The Supervisor is the University's agent in ensuring that:-
  - (a) The student maintains satisfactory progress.
  - (b) The student receives adequate advice and encouragement on the thesis/dissertation research project.
  - (c) The work being done on the thesis/dissertation is reviewed critically and on a continuous basis.
- (ii) From the University's point of view, a positive attitude and relationship between the supervisor(s) and student as outlined in the MUHAS mentor/mentee guidelines is essential in order to:-
  - (a) Ascertain that the student completes the research work he/she started.
  - (b) Identify difficult problems, or inadequate work, early enough to avoid unnecessary frustrations to the student.
- (iii) The supervisor should know the student well, and be familiar with any special problem(s) the student may have.
- (iv) The supervisor should know the distinction between his/her expected role when supervising a Master degree thesis and a PhD degree thesis.
- (v) The Master degree research programme is designed as a training course, in which the student is expected to:-
  - (a) Be exposed to the fundamentals of research.
  - (b) Acquire certain new techniques.
  - (c) Learn how to present results of his/her research in a scholarly manner.
  - (d) Make some important contributions to knowledge. Because he/she may lack previous research experience, the Master student requires close and careful supervision at all times, but more so during the early stages when learning research techniques and at the time of thesis/dissertation writing.
- (vi) On the other hand, PhD candidates possess substantial research skills from previous training. The supervisor should therefore recognize that the student had already acquired some training experience in research at Master degree level. Therefore, a PhD supervisor should expect the student to:-
  - (a) Exercise more initiative in his/her research.
  - (b) Produce considerably more original work.
  - (c) Make a distinct contribution of new knowledge.
  - (d) Go much deeper and more extensive in the review of the relevant literature.

- (e) Be more thorough in data analysis and critical in data interpretation.
- (vii) After the first year, the PhD student should be able to work more independently. Still, it is the responsibility of the supervisor to guide the student in the right direction.
- (viii) The supervisor should assist the student in developing the research proposal. The research proposal must be approved by School/Institute Boards and SHDC, as well as receive ethical clearance from the MUHAS-IRB before the student can formally begin to do his/her research.
- (ix) Through his/her previous research experience, the supervisor should be able to foresee the potential and limitations of the research project before the student goes too far with the research work. He/she should be capable of foreseeing whether or not the student will get meaningful data within two to three years of research and whether the proposed research is suitable for the award of a higher degree.
- (x) The supervisor should monitor the student's progress throughout the research period. He/she should ensure that:-
  - (a) There is a written work plan agreeable to both the supervisor and the student.
  - (b) The student submits progress report at the end of each semester by filling form MUHAS/PG.F5 and F11 for Master and PhD programmes, respectively.
  - (c) Regular consultations (at least once every month) take place between the student and the supervisor to discuss the research work.
  - (d) The student delivers seminar presentations during proposal development, data analysis and dissertation/thesis writing stages to the relevant Department/School to give him/her an opportunity to think more critically about his/her research work.
- (xi) The supervisor should ensure that the student has given an appropriate title to his/her thesis/dissertation at the time of submission of thesis/dissertation for examination.
- (xii) Although writing of the thesis/dissertation is entirely the responsibility of the student, the supervisor should ensure that the student submits thesis of a standard that is acceptable for the degree it is intended for. In order to enhance the presentation of acceptable thesis/dissertation, the supervisor should:-
  - (a) Be accessible, show interest and enthusiasm in student's research work, and have a positive and friendly relationship with the student.
  - (b) Discuss the thesis/dissertation drafts with the student regularly, and provide a feedback within two weeks of receiving them.
  - (c) In the end, read the entire final draft of the thesis/dissertation, and satisfy himself/herself that it is suitable for examination.
  - (d) Sign the certification page on the thesis/dissertation if satisfied that the thesis/dissertation is suitable for examination.
- (xiii) The supervisor may recommend to the Head of Department potential examiners for the student's thesis/dissertation.
- (xiv) The supervisor should guide the student in the revision of the thesis/dissertation, in the event that examiners recommend such revisions.

- (xv) The supervisor's role is to advise and guide, but not to write the thesis/dissertation for the student. The student is fully responsible for the work and its fate.
- (xvi) The supervisor should guide the student in writing of the manuscripts and during the publication process. He/she shall guide the student in choosing appropriate regional or international journals for publication of research work. Students pursuing Master by coursework and dissertations, and PhD by monograph should also be encouraged to publish.
- (xvii) Joint publication is strongly encouraged and in such publications, the student should be the first author, unless he/she did not contribute significantly to the writing of the manuscript. In such cases, the supervisor or any person who contributed significantly during the research process and writing of the manuscript may become the first author.
- (xviii) Should the student's main supervisor be away from the University for more than three consecutive months, an acting main supervisor may be appointed depending on circumstances.

### **9.3.2 Responsibilities of the student**

The postgraduate student is expected to:-

- (i) Maintain regular contact with the supervisor(s).
- (ii) Maintain progress in accordance with the agreed work plan.
- (iii) Submit progress report at the end of each semester by filling form MUHAS/PG.F5 and F11 for Master and PhD programmes, respectively
- (iv) Attend the prescribed foundation courses and other courses/training sessions identified or suggested by the supervisor(s).
- (v) Assist in undergraduate and/or postgraduate teaching as assigned by the Department/School.
- (vi) Attend regularly in the department or other assigned place of work, and ensure that the University's permission is granted for any absence including conducting research field work.
- (vii) Make regular presentations on progress of research to the supervisor(s), Department/School, and specified group(s) as required by the supervisor(s)/Department/School.
- (viii) Make himself/herself aware of, and abide with, the Health and Safety Regulations, for his/her welfare and that of colleagues.
- (ix) Operate instruments, apparatus and equipment in a way that optimises their safety, precision and longevity.
- (x) Decide, after consultation with the supervisors, when to submit the thesis/dissertation.
- (xi) Exercise the highest level of maturity, honesty, integrity and professional ethics in all curricular and extra-curricular activities.

### **9.4 Conflicts during supervision**

- (i) In the course of the student's research, a situation may develop where one or more of the following may happen:-
  - (a) A breakdown in communication between the student and the supervisor.
  - (b) Personal clashes and conflicts between the student and the supervisor.



- (c) A hostile relationship between the student and the supervisor.
  - (d) Refusal by the student to follow the supervisor's advice.
- (ii) When any of the above situations occur, both the supervisor and the student should report the problem, in writing, to the Head of the relevant Department, with a copy to the Dean of the relevant School/Institute and DPGS. The Head should study the nature of the problem and recommend to the School/Institute and subsequently to SHDC, one of the following actions:-
- (a) The student be warned, in writing, about his/her weaknesses (if it is established that he/she is the cause of the problem).
  - (b) The student be transferred to another supervisor (where possible, and where necessary).
  - (c) The supervisor be informed about his/her weaknesses (if it is established that he/she is the source of the problem). Depending on the severity of the problem, the supervisor may continue to guide the student, or follow alternative (b).
  - (d) A small advisory panel be established by the Dean/Director to guide the student, if there is no other single person in the Department who has the expertise to supervise the candidate.
  - (e) Any other reasonable action, including advising the student to withdraw from studies, or discontinuation of the student.

### **9.5 Supervision load and allowance**

- (i) To ensure students are adequately supervised, the maximum number of postgraduate students a single supervisor is responsible for at a time in a year should not exceed five. Where deemed necessary, the number will depend on the supervisor's rank, teaching and consultancy load, and other administrative responsibilities.
- (ii) The supervisor should allocate an agreed-upon number of hours per month for supervision of each student.
- (iii) It is evident that the supervisor's responsibility to the candidate is so critical and time-consuming. The University, as an incentive, and as a token of appreciation for the supervisor's work, will do the following:-
  - (a) Pay an annual supervision allowance to all supervisors of Master and PhD students according to the prevailing rates prescribed by the council. In case of more than one supervisor, the allowance will be divided based upon internal arrangement between the supervisors.
  - (b) Give the supervisor a copy of the candidate's thesis/dissertation as his/her permanent record of the work he/she has supervised.
- (iv) There should be no link between payment of the supervision allowance and the candidate's fate (i.e. the supervisor should be paid the allowance even if the thesis/dissertation fails)

# CHAPTER TEN

## OTHER DEGREE AWARDS

### 10.1 HIGHER DOCTORATE DEGREES

#### 10.1.1 Definition

- (i) Higher Doctorate at MUHAS shall mean the degrees of:
  - (a) Doctor of Literature in the School of Public Health and Social Sciences.
  - (b) Doctor of Science in the Schools of Medicine, Dentistry, Pharmacy, Nursing, Public Health and Social Sciences and the Institute of Traditional Medicine.
- (ii) The Higher Doctorates are granted for original contribution of distinguished merit to some branch of science or the humanities.

#### 10.1.2 Eligibility for Candidacy

The following members of staff of MUHAS shall be eligible for candidacy for the award of a Higher Doctorate of this University:-

- (i) Holders of a PhD of this University or its predecessor for at least five years standing.
- (ii) Holders of a PhD degree of the former University of East Africa.
- (iii) Holders of a PhD degree or equivalent from any other recognised University provided that, at the time of applying for candidacy, they will have served MUHAS or its predecessor in teaching, research or other approved role for a minimum period of five years.

#### 10.1.3 Application for Candidacy

- (i) A candidate for this award shall normally apply for a Higher Doctorate of the School/Institute in which the subject of his/her previous degree(s) was studied.
- (ii) The intending candidate must submit to the relevant School/Institute, his/her complete Curriculum Vitae and any other documents that provide sufficient evidence of his/her qualifications for the Higher Doctorate candidacy.
- (iii) The candidate's application must be accompanied by a unifying statement of not more than 5000 words, which concisely but comprehensively sums up his/her significant contribution(s) to knowledge in a chosen field.
- (iv) Together with the unifying statement, the candidate must submit a compilation of his/her important and original published works (excluding works earlier submitted for Master or PhD degrees). Published works shall mean what is printed as books or papers in reputed journals, or work already accepted for publication. Serious emphasis is placed on published work to ensure that the work submitted for examination has been available for critique.
- (v) The application for candidacy shall be scrutinised by the appropriate School/Institute, and candidature shall be approved through the relevant School/Institute Board, the SHDC, and the Senate.

- (vi) An application fee equivalent to 1,000 US \$ will be paid by the applicant upon submission of the compilation for examination.

#### **10.1.4 Submission of Published Work and Examinations**

- (i) The work submitted by the candidate shall be in four copies, and be referred to three examiners appointed by Senate on the recommendation of the School/Institute Board, and the SHDC. All the Examiners shall be external to the University, preferably holder of Higher Doctorates themselves.
- (ii) The work shall be accompanied by a declaration by the candidate that it has not been submitted for a Higher Doctorate in any other University.
- (iii) The job of the examiners is to carefully and critically examine the candidate's contribution to ascertain that:-
  - (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.
- (iv) Examiners for the Higher Doctorate should, therefore, be selected from amongst the most highly distinguished international scholars in the subject, preferably holders of Higher Doctorates themselves.
- (v) The examiners may recommend the candidate to appear for a *viva voce* examination. Under such circumstances, the PhD regulations for *viva voce* examination shall be used as guidelines.

#### **10.1.5 Higher Doctorate Award**

- (i) The examiners shall submit a report on the candidate's published work, recommending, in definite terms, whether or not the Higher Doctorate should be awarded to him/her.
- (ii) In case of disagreement between the examiners, similar guidelines as those prescribed for Master and PhD candidates shall be followed. The Senate shall grant the final approval on the degree award, after it has been satisfied that the work presented makes a substantial and distinct contribution to knowledge.
- (iii) A candidate who fails to qualify for the Higher Doctorate award shall not be allowed to re-apply for the same degree for at least three years.
- (iv) The successful Higher Doctorate candidate shall be required to give a public lecture on his/her contribution before the degree is awarded.

## **10.2 HONORARY DEGREES**

### **10.2.1 Definition**

A honorary degree is an academic award for which a degree-awarding institution, often a University, has waived the usual requirements of passing examinations. The degree is typically a doctorate, very uncommonly a Master degree.

### **10.2.2 Honorary degrees offered at MUHAS**

MUHAS offers seven Honorary degrees that include:-

- (i) Doctor of Science (DSc.hc)
- (ii) Doctor of Letters (Litt.D)
- (iii) Doctor of Humane Letters (D.H.L) or (LH.D)
- (iv) Doctor of Humanities (Humanist. D)
- (v) Doctor of Pedagogy (Ped.D)
- (vi) Doctor of Public Health (D.P.H.hc)
- (vii) Doctor of Hygiene (D.H.hc)

### **10.2.3 Eligibility of Candidacy**

MUHAS offers honorary degrees that can be awarded upon a person who:-

- (i) Has rendered distinguished service in the development of any branch of learning in the fields of Health and Allied Sciences or has otherwise rendered him/herself worthy of such a degree and that his/her notable contribution must have relevance to Tanzania.
- (ii) Is not a bona fide member of MUHAS.
- (iii) The award is usually not given posthumous.

### **10.2.4 Application for Candidacy**

Candidates for the award of honorary degrees are nominated by members of the University Council. The University confers honorary degrees only once per triennium.

- (i) Nomination of the potential candidate is made by a member of the University Council in writing to the Vice Chancellor.
- (ii) The proposer's submission must have a unifying statement of not more than 5000 words, which concisely but comprehensively sums up significant contribution(s) to development of Health and Allied Sciences in Tanzania by the proposed candidate.
- (iii) Complete curriculum vitae of the proposed candidate, that provides sufficient evidence of his/her qualifications for the honorary degree candidacy, must be submitted to the Vice Chancellor.
- (iv) The Vice Chancellor shall create a "Honorary Degrees Committee (HDC)" comprising of MUHAS Professors of high standing to scrutinise nominations and provide an impartial advice to the Vice Chancellor. On approval by HDC, the nomination shall then be tabled for discussion at SHDC for deliberation and pertinent recommendations shall be submitted to the Senate for further discussions and recommendations.

- (v) The nominated candidate should be consulted by the Vice Chancellor to seek for consideration for his/her consent for the award.
- (vi) The matter shall then be tabled in Council for final decision-making.

#### **10.2.5 Honorary degree conferment**

- (i) The candidate shall be awarded an honorary degree *in presentia*.
- (ii) The award shall be preceded by an oration, given by a senior academic, about the candidate's accomplishment that motivated the University to approve conferment.
- (iii) The candidate, after conferment, may give a brief speech about his/her recognition.

# APPENDICES

## Appendix I

### Appendix 1(a): Sequencing the preliminary pages

#### Master by Coursework and Dissertation, and PhD by Monograph

- (i) Cover page (see attached appendix 1b)
- (ii) Title page (see attached appendix 1c)
- (iii) Certification for examination (see attached appendix 1d)
- (iv) Certification on award (see attached appendix 1e)
- (v) Declaration and Copyright (see attached appendix 1f)
- (vi) Acknowledgement
- (vii) Dedication (if necessary)
- (viii) Abstract
- (ix) Table of Contents
- (x) List of Tables
- (xi) List of Figures
- (xii) List of abbreviations
- (xiii) Definition of Terms

*All these except the title page should be identified by conspicuous Roman numerals*

#### PhD by Publications and MSc by Research Thesis

- (i) Cover page (see appendix 1g)
- (ii) Title page (see appendix 1h)
- (iii) Copyright and ISBN number (see appendix 1i)
- (iv) Dedication (optional) (see appendix 1j)
- (v) Abstract
- (vi) List of publications referred to in Roman upper case numerals (eg; Paper I, II etc)
- (vii) List of Tables
- (viii) List of Figures
- (ix) List of abbreviations
- (x) Definition of Terms
- (xi) Table of contents

## **Sequencing of the thesis frame (PhD by Publications/MSc by Research)**

Introduction

Materials and Methods

Results

Discussion

Conclusions

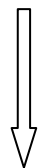
Recommendations

Acknowledgements

References

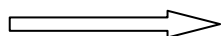
Appendices (Papers to be arranged sequentially using capital Roman numbers)

**Appendix 1 (b): Sample Cover Page for Dissertations and Monograph PhD Theses**



4.0 cm

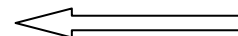
PHASE II TRIAL OF A CANDIDATE HIV VACCINE IN DAR



3.0 cm

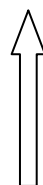
**Bahati Pelembe Mwanasosye**

2.5 cm



MMed (Internal Medicine) Dissertation/Doctor of Philosophy (PhD) Thesis  
Muhimbili University of Health and Allied Sciences  
October 2015

2.5 cm



*Note: Dissertations and Monograph PhD Theses shall be printed on A4 paper.*



**Muhimbili University of Health and Allied Sciences  
Department of Internal Medicine**



**PHASE II TRIAL OF A CANDIDATE HIV VACCINE IN DAR ES  
SALAAM, TANZANIA**

**By**

**Bahati Pelembe Mwanasosye**

**A Dissertation/Thesis Submitted in (partial) Fulfilment of the Requirements for the Degree  
of Master of Medicine (Internal Medicine)/Doctor of Philosophy (PhD) of  
Muhimbili University of Health and Allied Sciences  
October, 2015**

**Appendix 1 (d): A sample of Certification Page of a Dissertation/ Monograph PhD Thesis Submitted for Examination**

**CERTIFICATION**

The undersigned certify that they have read and hereby recommend for examination of thesis/dissertation entitled *Phase II Trial of a Candidate HIV Vaccine in Dar Es Salaam, Tanzania*, in fulfillment of the requirements for the degree of Master of Medicine (Internal Medicine) of Muhimbili University of Health and Allied Sciences.

---

**Prof. Mankarisho H. Mkumbukwa**  
(Supervisor)

Date: \_\_\_\_\_

---

**Dr. Gurudumu H. Samanchanga**  
(Supervisor)

Date: \_\_\_\_\_

**Appendix 1 (e): A sample of certification Page of a Dissertation/ Monograph PhD Thesis Submitted for the Degree Award**

**CERTIFICATION**

The undersigned certify that they have read and hereby recommend for acceptance by Muhimbili University of Health and Allied Sciences a thesis/dissertation entitled *Phase II Trial of A Candidate HIV Vaccine In Dar Es Salaam, Tanzania*, in (Partial) fulfillment of the requirements for the degree of Master of Medicine (Internal Medicine) of Muhimbili University of Health and Allied Sciences.

---

**Prof. Mankarisho H. Mkumbukwa**  
(Supervisor)

Date: \_\_\_\_\_

---

**Dr. Gurudumu H. Samanchanga**  
(Supervisor)

Date: \_\_\_\_\_

**Appendix 1 (f): An example page of declaration and copyright for Dissertation/ Monograph PhD Thesis**

**DECLARATION  
AND  
COPYRIGHT**

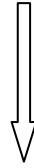
I, **Bahati Pelembe Mwanasosye**, declare that this **dissertation/thesis** is my own original work and that it has not been presented and will not be presented to any other University for a similar or any other degree award.

Signature.....

Date.....

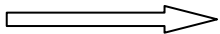
This dissertation is a copyright material protected under the Berne Convention, the Copyright Act 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealing, for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Directorate of Postgraduate Studies, on behalf of both the author and the Muhimbili University of Health and Allied Sciences.

**Appendix 1 (g): Sample Cover Page for PhD by Publications/MSc by Research Thesis**



3.0 cm

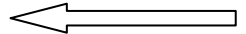
**PHASE II TRIAL OF A CANDIDATE HIV VACCINE IN DAR**



3.0 cm

**Bahati Pelembe Mwanasosye**

2.0 cm



Doctor of Philosophy (PhD)/Master of Science (MSc) Thesis  
October 2015

2.0 cm



*Note: Thesis for PhD by Publications or MSc by Research shall be printed on A5 paper. Final book dimensions shall be 25.0cm long and 18.0cm wide.*

**Appendix 1 (h): A sample Title Page for PhD by Publications/MSc by Research Thesis**

Muhimbili University of Health and Allied Sciences  
Department of Pathology



Development of AIDS-associated Cancers:  
HHV-8/KSHV Viral Load in Oral Kaposi's Sarcoma.

By

Somatasha John Kilampanta

A Thesis Submitted in Fulfilment of the Requirements for the Degree of Master of Science (MSc)  
/Doctor of Philosophy (PhD) of  
Muhimbili University of Health and Allied Sciences  
October, 2015

**Appendix 1 (i): A sample copyright and ISBN number page for PhD by Publications/MSc by Research Thesis**

All previously published papers were reproduced with permission from the publishers.  
Published and printed by ..... (Name of the publisher), city(s)

© Muhimbili University of Health and Allied Sciences.  
**ISBN: XXXX-XXXX-X-X** (Insert appropriate number)

**Appendix 1 (j): A sample Dedication Page (Optional)**

This work is dedicated to .....



## Appendix II: Postgraduate Forms

The list below consists of 20 forms which are to be used for most postgraduate affairs at MUHAS. A sample of each form is included in these guidelines.

S/N	Purpose	Form
1.	Application for Master by Coursework Degree programmes	MUHAS/PG.F1
2.	Referee's recommendation form	MUHAS/PG.F2
3.	Master Degrees Registration	MUHAS/PG.F3
4.	Master degree registration form for continuing Postgraduate students	MUHAS/PG.F4
5.	Master student academic progress report	MUHAS/PG.F5
6.	Guidelines for scoring and grading Master Dissertations	MUHAS/PG.F6
7.	Examiner's summary recommendations on a Master Dissertation	MUHAS/PG.F7
8.	Summary recommendations on a Master Dissertation ( <i>viva voce</i> )	MUHAS/PG.F8
9.	Provisional Registration for Master by Research and PhD programmes	MUHAS/PG.F9
10.	Full Registration for MSc by Research, PhD and Post-doc	MUHAS/PG.F10
11.	Postgraduate student academic progress report (PhD)	MUHAS/PG.F11
12.	Notice of intention to submit a Thesis and examination arrangements.	MUHAS/PG.F12
13.	Examiner's summary recommendations on a PhD Thesis	MUHAS/PG.F13
14.	<i>Viva Voce</i> examination results form for PhD degree	MUHAS/PG.F14
15.	Application for extension (Master and PhD)	MUHAS/PG.F15
16.	Postgraduate clearance form	MUHAS/PG.F16
17.	Supervision allowance claim form	MUHAS/PG.F17
18.	Assessment of proposal development and data analysis stages for Master dissertations	MUHAS/PG.F18
19.	Examiner's assessment of thesis for MSc by Research and Publications	MUHAS/PG.F19
20.	<i>Viva voce</i> examination results form for MSc by Research and Publications	MUHAS/PG.F20
21.	Medical Records on enrolment into postgraduate programme	MUHAS/PG.F21
22.	Postgraduate student application for annual leave	MUHAS/PG.F22

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
DIRECTORATE OF POSTGRADUATE STUDIES



**APPLICATION FOR ADMISSION TO MASTER BY COURSEWORK AND MASTER OF SCIENCE SUPER-SPECIALIZATION DEGREE PROGRAMMES**  
(PRINT OR USE BLOCK LETTERS)

Summary of official decision (FOR OFFICIAL USE ONLY):

.....  
.....

APPLICATION FOR ADMISSION TO MASTER PROGRAMME FOR THE YEAR .....

**STUDENT'S PARTICULARS:**

1. Surname:.....
2. First Name:.....
3. Middle Names:.....

***NOTE: The name in which you will be registered will be that which appears on your first-degree certificate and/or internship and/or registration certificate as a Medical/Dental/Pharmacy/Nursing practitioner.***

4. Date of Birth: .....
5. Place of Birth: .....
6. District: .....
7. Married or Single: .....
8. Sex (M or F): .....
9. Citizenship: .....

10. Country of Residence: .....

11. Address to which information should be sent if applicant is successful.

Postal.....

E-mail.....Tel.....

**NOTE: Change of this address must be communicated to the ADMISSION OFFICE immediately.**

**ACADEMIC QUALIFICATION & PROFESSIONAL EXPERIENCE**

12. Pre- University level:

School/College	Year Completed	Certificate Obtained	Examination Number
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

13. University level:

Degree Achieved	Class of Degree (s)	Name of University	Years Attended From	To
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

Undergraduate Qualification to Support this Application

is:..... degree for which Certificate is attached:

**NOTE: Certified copies of transcripts must be enclosed.**

14. Internship:

Hospital/Institute.....

Address.....

.....

15. Professional training:

**Name of Institution**

**Award Given**

**Year of Completion**

.....  
.....

.....  
.....

.....  
.....

16. Work Experience

**Post Held**

**Employer**

**When (Month/Year)**

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

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

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

**ACADEMIC REFEREES:**

17. Provide names and Address of two most suitable academic referees:

i. Name.....

Address.....

Email.....

ii. Name.....

Address.....

Email.....

**EMPLOYER:**

18. Name of Employer: .....

Address: .....

19. If the applicant gains admission, will you release her/him for studies? (Tick)

YES

NO

Employer's Signature: .....

Date: .....

**SPONSORSHIP:**

20. Commitment of Financial Sponsor(s) for the full course:

Name: ..... Address: .....

Sponsor's Signature: ..... Date: .....

## 21. CHOICE OF PROGRAMME

DEGREE	PROGRAMME	DURATION IN SEMESTERS	CHOICE OF SPECIALISATION OR SUPER- SPECIALISATION
<b>1. SCHOOL OF MEDICINE</b>			
Master of Science Super-Specialization (MSc.-Sup)	Paediatric Haemato-Oncology	4	
	Surgical Gastroenterology and Hepatology	4	
	Medical Gastroenterology and Hepatology	4	
	Cardiology	4	
	Urology	4	
	Respiratory Medicine	4	
	Haematology & Blood Transfusion	4	
	Neurosurgery	4	
	Neurology	4	
	Nephrology	4	
Master of Science (MSc)			
	Clinical Psychology	4	
	Microbiology and Immunology	4	
	Clinical Pharmacology	4	
	Physiology	4	
	Biochemistry	4	
	Anatomy	4	
Master of Medicine (MMed)*			
	Anaesthesiology	6	
	Anatomical Pathology	6	
	Haematology and Blood Transfusion	6	
	Internal Medicine	6	
	Microbiology and Immunology	6	
	Obstetrics and Gynaecology	6	
	Ophthalmology	6	
	Orthopaedics and Trauma	6	
	Ortorhinolaryngology	6	
	Paediatrics and Child Health	6	
	Psychiatry	6	
	Radiology	6	
	Clinical Oncology	6	
	Surgery	6	

	Emergency Medicine	6	
	Urology	6	
<b>2. SCHOOL OF DENTISTRY</b>			
Master of Dentistry (MDent)*	Community and Preventive Dentistry	6	
	Restorative Dentistry	6	
	Oral Pathology	6	
	Oral and Maxillofacial Surgery	6	
	Paediatric Dentistry	6	
<b>3. SCHOOL OF PUBLIC HEALTH AND SOCIAL SCIENCES</b>			
Master of Arts (MA)	Health Policy and Management	4	
Master of Bioethics (MBE)	Bioethics	4	
Master of Medicine (MMed)	Community Health	6	
Master of Public Health (MPH)-Regular track	Public Health	2	
Master of Public Health (MPH)- Executive track	Public Health	4	
Master of Public Health (MPH)- Distance Learning	Public Health	4	
Master of Science (MSc)	Tropical Disease Control	4	
	Applied Epidemiology	4	
	Epidemiology and Laboratory Management	4	
	Parasitology and Entomology	4	
	Environmental and Occupational Health	4	
	Health Information Management	4	
	Behaviour Change	4	
	Behavioural Change Communication for Health	4	
<b>4. SCHOOL OF PHARMACY</b>			
Master of Science (MSc)	Pharmaceutical Management	4	
Master of Pharmacy (MPharm)*	Hospital and Clinical Pharmacy	4	
	Industrial Pharmacy	4	
	Medicinal Chemistry	4	
	Pharmaceutical Microbiology	4	
	Pharmacognosy	4	
	Quality Control and Quality Assurance	4	

<b>5. SCHOOL OF NURSING</b>			
Master of Science (MSc)	Critical Care and Trauma	4	
	Mental Health	4	
	Midwifery and Women's Health	4	
<b>6. INSTITUTE OF TRADITIONAL MEDICINE</b>			
Master of Science (MSc)	Traditional Medicines Development	4	

**\*For MMed, MDent and M. Pharm degree programmes, please indicate up to THREE choices.**

**STATEMENT BY APPLICANT:**

I have acquainted myself with entrance qualifications for admission to Muhimbili University of Health and Allied Sciences and with the courses available and certify that to the best of my knowledge the information given above is correct.

Signature of Applicant: .....

Date: .....

**NOTE:**

*Your application forms will not be processed if you have not enclosed Bank Pay-in Slip of TShs. 50,000/= for Tanzanians and US \$ 50 for non – Tanzanians (Master applicants) and Tsh 70,000/= for Tanzanians and 70 USD for non-Tanzanians (PhD and postdoc applicants). The Bank payments should be made into the following bank account*

1. **For Local transactions:** National Microfinance Bank (NMB), Muhimbili Branch  
 MUHAS Bank Account Number **2091100002**  
 SWIFT CODE: **NMIBTZZ**

2. **For Foreign transactions:** NBC Samora Branch  
 Bank Account Number **012105003582**  
 SWIFT NO. **SAMORA BRANCH NLCBTZTXXXXX**

**Enclose all certificates, all transcripts and curriculum vitae.**

**FOR OFFICIAL USE ONLY: (✓ as appropriate)**

Certificates (CSEE....., ACSEE.....,Diploma...,Undergraduate degree ..., Master degree....., PhD.....)

Transcripts (Undergraduate degree....., Master degree.....)

Internship ...

Curriculum Vitae ...

Application Fees ...

Referee form MUHAS/ PG.F2 ...

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES

DIRECTORATE OF POSTGRADUATE STUDIES



REFEREE’S RECOMMENDATION FORM

Full name of the applicant. ....

Referee: Prof/Dr/Mr/Mrs/Ms .....

The above named has applied for admission to the Programme .....

Of the School/Institute of .....of the Muhimbili University of Health and Allied Sciences.

To enable us assess the applicant’s suitability for the programme, kindly evaluate the applicant in the areas listed below (Please type or print in all cases):

Area	Excellent	Very Good	Good	Average	Below Average
Intellectual Ability					
Maturity					
Motivation					
Discipline					
Diligence					
Ability to work with others					

Other capabilities/talents worth mentioning: .....  
 .....  
 .....

Suitability of the applicant to pursue a postgraduate programme.

1. Is the applicant capable of producing original work?

YES  NO



2. Has he/she pursued any similar degree/postgraduate programme that you are aware of?

YES  NO

3. What is the basis of your response in 1 above: .....  
.....  
.....

4. What do you consider to be the applicant's weaknesses: .....  
.....  
.....

5. For how long have you known the applicant and in what capacity?  
.....  
.....

6. Occupation .....

7. Institution .....

8. Address: .....  
.....  
.....

9. Phone: .....E-Mail: .....

Signature: ..... Date: .....

\* Note to the referee: This is confidential information on the applicant. Kindly place the form in an envelope, seal it and sign your name across the seal on the back of the envelope. You may send it through the student, but it should be submitted unopened to the University. Alternatively, you may send it directly to us through the address below.

\*\* Note to the applicant: You must ensure that this recommendation is submitted under confidential cover using the address below.

The Director,  
Postgraduate Studies,  
Muhimbili University of Health and Allied Sciences,  
P. O. Box 65001,  
**Dar es Salaam, TANZANIA.**

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
DIRECTORATE OF POSTGRADUATE STUDIES



**BEGINNING OF PROGRAMME MASTER DEGREES REGISTRATION FORM**  
**(COURSEWORK/DISSERTATION AND MSc SUPERSPECIALIZATION)**

1. Reg. No. .... (b) Sex: .....
  2. First name: .....
  3. Middle name: .....
  4. Surname: .....
  5. Citizenship: .....
  6. Present Address, email, phone number: .....  
.....  
.....
  7. Occupation: .....
  8. Employer (Name and Address): .....  
.....  
.....
  9. Name and Address of Next of Kin (State relationship): .....  
.....  
.....
  10. Degree for which registration is sought: .....
  11. School/Department: .....
  12. Residential or Non-Residential: .....
  13. Date of Beginning Studies: .....
  14. Effective date of Registration: .....
  15. Expected Date of Completion: .....
  16. Supervisors: .....  
.....  
.....
- Student's Signature: ..... Date: .....

For: DIRECTOR, POSTGRADUATE STUDIES

Date: .....

**Note:** *Students registered in clinical programmes are not allowed to practice at outside hospitals against the schedule provided by their respective programmes.*

**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
DIRECTORATE OF POSTGRADUATE STUDIES**



**HIGHER DEGREE REGISTRATION FORM FOR CONTINUING POSTGRADUATE STUDENTS\***

First name: ..... Middle Name .....Surname .....

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

School/Institute: ..... Department: .....

Programme details:

Programme: .....

Form of studies: Master by Coursework and Dissertation/Master by Research and  
Publication/PhD/Postdoc.....

Date of beginning studies:.....

Expected date of completion: .....

Date of Registration: ..... Semester .....

Record of Postponement/Freezing/Extension

Postponement: Date of 1<sup>st</sup> postponement .....

Date of 2<sup>nd</sup> postponement.....

Freezing: Date of 1<sup>st</sup> freezing .....

Date of 2<sup>nd</sup> freezing.....

Extension: Indicate date and period of extension:

1<sup>st</sup> extension Date ..... Period (months) .....

2<sup>nd</sup> extension Date ..... Period (months) .....

3<sup>rd</sup> extension Date ..... Period (months) .....

\*\*Fees and Financial obligations:

Type of sponsorship:

(a) Self .....(b) Other .....

Name and address of sponsor .....

.....

.....

.....

Student's Signature: ..... Date: .....

**\*\*\*FOR SPONSORS TO NOTE**

**Fees**

You are required to pay the fees indicated below. The student is expected to submit a copy of receipt of payment for:

<b>Category of fees</b>	<b>Amount</b>	<b>Receipt No.</b>
a. Registration fees:	.....	.....
b. Tuition fees:	.....	.....
c. Quality assurance fee	.....	.....

**FOR DIRECTOR OF POSTGRADUATE STUDIES**

Signature:..... Date: .....

\* This form should be filled in triplicate.

\*\* Please attach evidence of payment of University fees.

\*\*\* For Privately sponsored students only.

**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
DIRECTORATE OF POSTGRADUATE STUDIES**



**POSTGRADUATE STUDENT ACADEMIC PROGRESS REPORT (MASTER PROGRAMMES BY COURSEWORK AND DISSERTATION)\***  
(To be filled for each semester)

**PERIOD COVERED:** From ..... To ..... (Dates)

**PART A: GENERAL INFORMATION**

1. Full name of the student: .....
2. Registration No. ....
3. Department/School: .....
4. Degree Programme: .....
5. Date of Registration: .....
6. Planned Date of Completion: .....
7. Name(s) of Supervisor(s): 1. (Main).....  
2. (Co-supervisor).....
8. How many times have you met with your supervisor during the semester?: .....

**PART B: TO BE FILLED BY STUDENT**

1. **Self-assessment on progress made so far for the Coursework** (Fill in the appropriate box PASS or FAIL in the table below)

<b>Courses Taken</b>	<b>Semester 1</b>	<b>Semester 2</b>	<b>Semester 3</b>	<b>Semester 4</b>	<b>Semester 5</b>	<b>Semester 6</b>

2. **Self assessment on progress made so far for the Dissertation** (Tick in the appropriate space in the table below)

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

3. In your opinion, are you making satisfactory progress? Yes  No

If No, state why:

.....  
 .....

4. Will you need time for extension?: Yes  No  How long: ..... Months

5. Any other comments you would like to make:-

.....  
 .....

Date ..... Signature of Student .....

**PART C: TO BE FILLED BY MAIN SUPERVISOR**

1. Name of Supervisor .....

2. When were you appointed to supervise the student? .....

3. If you have just been appointed, did the previous supervisor hand you any report of the student?

Yes  No  Not applicable

4. How often have you met the student during the semester? If you have not met, give reasons

.....  
 .....

5. What progress has the student made?

a. **Progress made so far for the Coursework Phase** (Fill in the appropriate box PASS or FAIL in the table below).

Courses Taken	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6

b. **Assessment on progress made so far for the Dissertation** (Tick in the appropriate space in the table below)

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

In your opinion, is the student making satisfactory progress?    Yes  No

Will he/she need an extension?    Yes  No

How long? ..... months

6. Any other comments you may wish to make on the student:

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

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

**PART D: TO BE FILLED BY HEAD OF DEPARTMENT**

7. Comments on the Student's Progress report:

.....  
.....

8. Comments on the Supervisor's Progress report:

.....  
.....

Name of Head of Department: .....

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

**PART E: TO BE FILLED BY CHAIRPERSON, SCHOOL/INSTITUTE HIGHER DEGREES COMMITTEE AND THE DEAN/DIRECTOR**

9. Comment briefly on the student/Supervisor/Head of Department's reports.

.....  
.....

Name of Chairperson, School/Institute Higher Degrees Committee:

.....

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

10. Comments of the Dean/Director on the overall report: .....

.....

Name of Dean/Director .....

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

**PART F: TO BE COMPLETED BY THE DIRECTOR OF POSTGRADUATE STUDIES**

11. The student has paid all/part/not paid his/her fees

12. Financial Sponsor: .....

13. Other remarks/actions .....

.....

Name of Chairperson, Senate Higher Degrees Committee: .....

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

\*This form should be filled in triplicate



**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
DIRECTORATE OF POSTGRADUATE STUDIES**



**GUIDELINES FOR SCORING AND GRADING MASTER DISSERTATIONS**

**1.0 Preamble**

The Senate at its ..... meeting held on ....., approved the following guidelines for examiners of higher degrees theses. The guidelines require examiners to give comprehensive and critical review of the dissertation/thesis. In the course of doing this, the examiner should draw the attention of the Senate Higher Degrees Committee (SHDC) to such circumstances and factors as he/she feels the committee should be made aware of. The examiner's report should be compiled using the following general format:-

**1.1. Abstract**

Does the student provide a synopsis of the study? Is the abstract structured into Background , Aim/Broad objective, Materials & Methods (summarizing study type, population, data collected, method of collection and analysis plan), Results and Conclusion? (**Maximum score: 5**)

**2.0 Introduction**

**2.1. Background (Maximum score: 5)**

This section must assess the general overview given about the study topic.

**2.2 Problem statement (Maximum score: 5)**

Does the student clearly state the nature of the problem and its magnitude? How concise is it? Is there reference to the issues detected in the background? Does the problem have an analytical link with its associated factors? Does it clearly indicate the knowledge gap that the study has addressed? Does the problem magnitude focus on the target population? Is the problem statement articulated with the objectives.

**2.3 Rationale (Maximum score: 2)**

Does the student clearly indicate the possible utilization of the generated findings?

**2.4 Research Questions & Objectives (Maximum score: 5)**

**Questions**

Are the research questions posed to address the knowledge gap to be filled by the study?

## **2.5 Objectives**

Are the objectives SMART and set out to address knowledge gaps identified in the problem statement? Are the objectives in support of the study title? Do specific objectives capture all elements of the study and emanate from the broad objective

## **2.6 Literature Review (Maximum score: 15)**

Is the review provided according to the objectives? Does it provide global, regional and Tanzania perspectives with regard to each objective? Does the review depict what is known and unknown with respect to each objective? Does the review tail- off with a knowledge gap? Are paragraphs mounted to describe concepts and sequenced in a logical flow? Is literature citation done according to the recommended style? Are all facts supported by authentic references that are well listed in the reference list? Check if there is any evidence of plagiarism in presenting the literature review.

## **3.0 Materials and Methods (Maximum score: 10)**

Has the student indicated the study type, study sample and how it was drawn? Have assumptions for selecting the sample been clearly stated? Indicate whether the student has used an appropriate approach to investigate the subject and has not neglected other methods, which could have yielded better results. Assess for adequacy and relevance of data collected and the appropriateness of tools and instruments. Are threats to validity and reliability addressed? Is the data analysis plan provided in accordance with each specific objective?

## **4.0 Results (Maximum score: 15)**

Evaluate for the adequacy of data analysis in providing answers to each objective; suitability of the way results are presented; accuracy, transparency and contributions from the study.

## **5.0 Discussions (Maximum score: 15)**

Does the student discuss his/her own findings and relates them to other researched work? Does the writer show honesty and transparency in discussing limitations? Does the student apply scientific reasoning to relate study findings to the available theories/body of knowledge relevant to the field of study? Does the student discuss his/her findings in view of practical utility of the findings?

## **6.0 Conclusions (Maximum score: 5)**

Does the conclusion emerge from student's own work? Does the conclusion provide answers to the research question? Does the study stimulate further inquiry or scholarship?

## **7.0 Recommendations (Maximum score: 3)**

Does the student provide realistic recommendations which are articulated to his/her research findings?

## **8.0 Originality of Contribution (Maximum score: 5)**

Please, state clearly whether the thesis makes an original contribution to the existing body of knowledge. For a PhD/doctoral degree the contribution must be significant, worthy of for example 4-5 papers. To qualify for a doctorate, there should be strong evidence that the subject displays scientific maturity and mastery of the subject.

### 9.0 Literature Citation (Maximum score: 5)

Has the student made use of available, current and relevant literature? Does this adequately enrich the background, literature review and discussion? Has the student exercised due diligence in scholarly bibliographic write-up?

### 10.0 Overall presentation final (Maximum score: 5).

Indicate whether the student has presented the data in a logical flow and concise manner for example with cross-references to other sections, and with specific objectives following through appropriate methods leading to the results and discussion of each objective, thus ensuring that conclusions can be logically drawn from the information gathered. Is the abstract providing a Synopsis of the study? Does the presentation provide the flavour of scholarly and professional output?

### 11.0 Grading of Dissertation.

Record total score given for the written dissertation on MUHAS/PG.F7. Grading of the written dissertation shall follow the universal grading system of the University.

Letter grade	Marks range (%)	Grade point	Qualitative value
A	70-100	4.4-5.0	Excellent
B+	60-69	3.5-4.3	Very Good
B	50-59	2.7-3.4	Good
C	40-49	2.0-2.6	Marginal Fail
D	0-39	0-1.9	Fail

*N.B: the score will be computed to contribute 50% of the final dissertation score as narrated under section 2.6 (iv).*

### 12.0 Corrections or Revision

Indicate exactly what corrections are necessary or whether the thesis needs to be revised. Occasionally, theses require extensive corrections or revision. If this is the case, please set out the corrections and paragraphs affected. Whether minor or major corrections are required, please indicate them in your written report.

### 13.0 Final Evaluation

Using MUHAS/PG.F7, and in line with the quantitative score given, please state frankly and without ambiguity whether the dissertation:

- Passes and is worthy of the degree award in the present form;
- Passes and is worthy of the degree award after effecting minor corrections indicated in section 12.0 to the satisfaction of the Supervisor and Head of Department;
- Passes, subject to major revisions according to your suggestions in section 12.0 to the satisfaction of internal and external examiner/moderator.
- Is not accepted, but may be re-submitted for re-examination after major correction as outlined in section 12.0 to the satisfaction of internal and external examiner/moderator;
- Is not worthy of the award and is rejected outright.

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



**EXAMINER’S SUMMARY RECOMMENDATIONS ON A MASTER DISSERTATION**

Student’s Name and Registration No: .....

Degree registered for: . .....

Department/School/Institute: .....

Dissertation title: .....

.....

Individual examiner’s assessment of the different sections of the *written dissertation*;

	<b>Section of the Written Dissertation</b>	<b>Maximum Mark for the Section</b>	<b>Actual Mark Given</b>
1.	Abstract	5	
2.	Background	5	
3.	Problem Statement	5	
4.	Rationale	2	
5.	Research Questions and Objectives	5	
6.	Literature Review	15	
7.	Materials and Methods	10	
8.	Results	15	
9.	Discussion	15	
10.	Conclusion	5	
11.	Recommendations	3	
12.	Originality of Contribution	5	
13.	Literature Citation	5	
14.	Overall Presentation	5	
<b>TOTAL MARKS</b>			

**Interpretation:**

70-100% - Dissertation is EXCELLENT, notwithstanding minor corrections to be done as indicated on a separate sheet.

60-69% - PASSES, categorized VERY GOOD, but with few notable corrections to be done as indicated on a separate sheet.

50-59% - PASSES, categorized GOOD, but with a number of corrections to be done as detailed on a separate sheet.

40-49% - FAILS, categorized as MARGINAL FAIL. May be re-submitted after substantial MAJOR CORRECTIONS are done.

0-39% - FAILS, categorized as FAIL. Dissertation is REJECTED OUTRIGHT and should NOT be re-submitted.

(A separate report detailing performance in each of the 14 sections above MUST accompany this form for each dissertation)

Name of Examiner: .....

Signature: ..... Date.....

***This form must be returned to the Head of Department for examination processing procedures.***

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



**SUMMARY RECOMMENDATIONS ON A MASTER DISSERTATION**

Name of Student: .....

Department: .....

Registration No.: ..... Date of *Viva Voce* .....

Table I: Examining panel’s average score for the *written dissertation* (from individual examiners’ scores given on MUHAS/PG.F7);

1	Marks Range	STUDENT PASSES	Average Mark
1.1	70-100%	Student’s dissertation is EXCELLENT, notwithstanding minor corrections to be made. Should be submitted for degree award within 1 month of Senate’s approval of examination results.	
1.2	60-69%	Student passes, subject to making a few corrections. Dissertation is categorized VERY GOOD. Should be submitted within 1 month.	
1.3	50-59%	Student passes, subject to making a number of corrections as itemized. Dissertation is categorized GOOD. Should be submitted within 3 months of Senate’s approval of examination results.	
2.		STUDENT FAILS	
2.1	40-49%	Student MARGINALLY FAILS. After substantial MAJOR CORRECTIONS, the dissertation may be re-submitted for re-examination and defence in the presence of external examiner or internal moderator within 6 months of Senate’s approval of examination results.	
2.2	0-39%	Student FAILS outright (reasons detailed in <i>viva voce</i> proceedings).	

Table II. *Viva-voce* (Out of 10. Max score; slides=3; mastery of subject=3, response to questions=4)

PANEL MEMBERS	DESIGNATION	VIVA-VOCE SCORE (out of 10)	SIGNATURE
1.	Chairperson-Head of department	N/A	
2.	External Examiner or Representative		
3.	Internal Examiner		

Average score for *viva-voce* (out of 10 marks): .....

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

**This form must be returned to the Head of Department for examination processing.**

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



APPLICATION FOR PROVISIONAL REGISTRATION FOR MSc BY RESEARCH / PhD PROGRAMMES\*

SCHOOL/INSTITUTE OF .....

PART A - TO BE FILLED BY DPGS OFFICE

- a. Registration number: .....
- b. Date of Provisional registration: .....
- c. Date of Full registration: .....

PART B - TO BE FILLED BY STUDENT

Name of Department.....

Programme (Tick appropriate)

Master by R & P.....

PhD by Monograph.....

PhD by R & P.....

STUDENT'S PARTICULARS:

- 1. Surname:.....
- 2. First Name:.....
- 3. Middle Names:.....

*NOTE: The name in which you will be registered will be that which appears on your first-degree certificate and/or internship and/or registration certificate as a Medical/Dental/ Pharmacy/Nursing practitioner.*

- 4. Date of Birth: .....
- 5. Place of Birth: .....

- 6. District: .....
- 7. Married or Single: .....
- 8. Sex (M or F): .....
- 9. Citizenship: .....
- 10. Country of Residence: .....
- 11. Address to which information should be sent if applicant is successful.

Postal.....

E-mail.....Tel.....

**NOTE: Change of this address must be communicated to the ADMISSION OFFICE immediately.**

**ACADEMIC QUALIFICATIONS & PROFESSIONAL EXPERIENCE**

- 12. Pre- University level:

School/College	Year Completed	Certificate Obtained	Examination Number
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

- 13. University level:

Degree Achieved	Class of Degree (s)	Name of University	Years Attended	
			From	To
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

Undergraduate Qualification to Support this Application

is:..... degree for which Certificate is attached:

**NOTE: Certified copies of transcripts must be enclosed.**

14. Work Experience

Post Held	Employer	When (Month/Year)
.....	.....	.....
.....	.....	.....
.....	.....	.....

**ACADEMIC REFEREES:**

15. Provide names and Address of two most suitable academic referees:

- i. Name.....  
Address.....  
Email.....
- ii. Name.....  
Address.....  
Email.....

**EMPLOYER:**

- 16. Name of Employer: .....
- Address: .....
- 17. If the applicant gains admission, will you release her/him for studies? (Tick)  
YES  NO

Employer's Signature: .....Date: .....

**SPONSORSHIP:**

18. Commitment of Financial Sponsor(s) for the full course:

Name: ..... Address: .....

Sponsor's Signature: ..... Date: .....

19. Topic of research:

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



20. Brief statement of the research problem .....  
.....  
.....  
.....

21. What are you expecting to achieve? .....  
.....  
.....

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

23. References .....  
.....  
.....  
.....

24. Proposed Supervisor (s)

Main Supervisor

Name..... Department .....Supervisor’s Signature.....

Co-Supervisor(s)

Name.....Department .....Supervisor’s Signature.....

Name.....Department .....Supervisor’s Signature.....

**STATEMENT BY APPLICANT:**

I have acquainted myself with entrance qualifications for admission to Muhimbili University of Health and Allied Sciences and with the courses available and certify that to the best of my knowledge the information given above is correct.

Signature of Applicant: .....

Date: .....

**FOR DEPARTMENT’S USE: Proposed Supervisors**

Main Supervisor

Name..... Department .....

Co-Supervisor(s)

Name..... Department .....

Name..... Department .....

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



MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



**APPLICATION FOR FULL REGISTRATION FOR MASTER BY RESEARCH, PhD AND POSTDOCTORAL CANDIDATES**

**PART A: TO BE FILLED BY STUDENT**

1. Name of Student:
  - a. First name:.....
  - b. Sex:.....
  - c. Middle Name:.....
  - d. Surname:.....
2. Citizenship.....
3. Address .....
4. Proposed Degree Programme:
  - a. MSc by R & P
  - b. PhD by Monograph
  - c. PhD by R & P
  - d. Post Doc
5. Department: .....
6. School/Institute: .....
7. Proposed Title of Research Topic: .....
8. Items submitted with this application;-
  - a. Research proposal
  - b. Proof of ethical clearance
  - c. Individual study plan

9. Name and Address of Sponsor: .....

.....

.....

Date ..... Signature of Student: .....

**PART B: TO BE FILLED BY HEAD OF DEPARTMENT**

Proposed Supervisor(s):

Main Supervisor

Name.....

Co-Supervisor(s)

Name.....

Name.....

I certify that the research proposal and the study plan have been scrutinized by the Department Higher Degrees Committee which met on ..... and is recommended for registration as summarized above.

Date ..... Signature of Head of Dept: .....

**PART C: TO BE FILLED BY DEAN OF SCHOOL/DIRECTOR OF INSTITUTE**

I certify that the research proposal and the attached study plan have been reviewed by the School Higher Degrees Committee, which met on ..... and is recommended for registration towards the award of PhD degree.

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

**PART D: TO BE FILLED BY THE CHAIRPERSON, SENATE HIGHER DEGREES COMMITTEE**

The date on which the SHDC meeting discussed and recommended the proposal: .....  
(Please tick)

	I certify that the research proposal and the study plan adequately meet all requirements and is recommended for full registration.
	The research proposal and the study plan need to be rectified, as detailed below, and is referred back to the School/Institute.
	The research proposal and the study plan are rejected.

The following issues need to be addressed:

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

Date ..... Signature of Chairperson, SHDC .....

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

**NOTE:**

***Applicants for Postdoc Programmes must pay application fee of Tsh 70,000/= for Tanzanians and 70 USD for non-Tanzanians. This will have been paid by candidates for MSc by Research and PhD during application for Provisional Registration, and does not need to be paid twice. The Bank payments should be made into the following bank account***

1. ***For Local transactions: National Microfinance Bank (NMB), Muhimbili Branch  
MUHAS Bank Account Number 2091100002  
SWIFT CODE: NMIBTZZ***
  
2. ***For Foreign transactions: NBC Samora Branch  
Bank Account Number 012105003582  
SWIFT NO. SAMORA BRANCH NLCBTZTXXXXX***

**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
DIRECTORATE OF POSTGRADUATE STUDIES**



**POSTGRADUATE STUDENT ACADEMIC PROGRESS REPORT (MASTER BY RESEARCH, PhD AND POSTDOCTORAL PROGRAMMES)\***

(To be filled every semester by Master/PhD students and every year by Post-docs)

PERIOD COVERED: From ..... To ..... (Dates)

**PART A: GENERAL INFORMATION**

1. Full name of the student: .....
2. Registration No. ....
3. Department/School: .....
4. Degree Programme: .....
5. Date of Registration: .....
6. Planned Date of Completion: .....
7. Name(s) of Supervisor(s): 1 (Main) .....  
 2. (Co-supervisor).....  
 3. (Co-supervisor).....
8. How many times have you met with your supervisor during the semester?: .....

**PART B: TO BE FILLED BY STUDENT**

1. **Self assessment on progress made so far for the Thesis** (Tick in the appropriate space in the table below)

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

2. In your opinion, are you making satisfactory progress? Yes  No

If No, state why: .....

3. Will you need time for extension?: Yes  No  How long: .....Months

4. Anyway other comments you would like to make: .....

.....  
 .....

Date ..... Signature of Student .....

**PART C: TO BE FILLED BY EACH SUPERVISOR**

1. Name of Supervisor .....

2. When were you appointed to supervise the student? .....

3. If you have just been appointed, did the previous supervisor hand you any report of the student? Yes  No  Not applicable

4. How often have you met the student during the quarter under report? .....

5. If you have not met, give reasons .....

6. What progress has the student made?

a. **Assessment on progress made so far for the Thesis** (Tick in the appropriate space in the table below)

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

b. In your opinion, is the student making satisfactory progress? Yes  No

c. Will he/she need an extension? Yes  No

How long? ..... Months

d. Any other comments you may wish to make on the student:

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

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

**PART D: TO BE FILLED BY HEAD OF DEPARTMENT**

1. Comments on the Student's Progress report: .....

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

2. Comments on the Supervisor's Progress report: .....

.....  
.....

Name of Head of Department: .....

Date ..... Signature of Head of Department .....

**PART E: TO BE FILLED BY CHAIRPERSON, SCHOOL/INSTITUTE HIGHER DEGREES COMMITTEE AND THE DEAN/DIRECTOR**

1. Comment briefly on the student/Supervisor/Head of Department's reports.

.....  
.....

Name of Chairperson, School Higher Degrees Committee: .....

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

2. Comments of the Dean/Director on the overall report: .....

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

Name of Dean/Director .....

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



**PART F: TO BE COMPLETED BY THE DIRECTOR OF POSTGRADUATE STUDIES**

1. The student has paid all/part/not paid his/her fees
  2. Financial Sponsor: .....
  3. Other remarks/actions .....  
.....
- Name of Chairperson, Senate Higher Degrees Committee: .....
- Date..... Signature.....

\*This form should be filled in triplicate

**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
DIRECTORATE OF POSTGRADUATE STUDIES**



**NOTICE OF INTENTION TO SUBMIT A MSc BY RESEARCH/PhD THESIS AND  
EXAMINATION ARRANGEMENTS**

*(To be filled in triplicate. Two copies of this form MUST be returned to the  
Department/School/Institute)*

**SECTION A: TO BE COMPLETED BY THE STUDENT**

1. Name in full: .....
2. Registration No. ....
3. Department: .....
4. School/Institute: .....
5. Degree registered for:
  - a. MSc by R & P
  - b. PhD by Monograph
  - c. PhD by R & P
6. Title of thesis:  
.....  
.....  
.....
7. Name(s) of Supervisor(s)  
(Main).....  
(Co-supervisor).....  
(Co-supervisor).....
8. I here declare that I have completed my thesis research, and intend to submit my thesis within the coming three months.

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

**SECTION B: TO BE COMPLETED BY SUPERVISOR(S)**

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

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

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

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

**SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT**

1. The student has attended courses in;

a. Research methods Yes  No

b. Biostatistics Yes  No

c. Bioethics Yes  No

d. Scientific writing Yes  No

e. Others (Specify.....)

2. The student has accumulated the required credits to be allowed to defend his/her thesis (15 credits-MSc by Research / 30 credits-PhD) Yes  No

3. The student has presented the required number of papers at scientific meetings (1 national & 1 international-MSc by Research / 2 national & 2 international-PhD) Yes  No

4. The student has attained the required number of first-authored original articles (2 articles-MSc by Research and PhD by Monograph / 4 articles-PhD by Publications) Yes  No

Titles of articles

1. ....

2. ....

3. ....

4. ....

.....

.....

After consultation with student's supervisor(s), I propose the following to be considered for appointment as examiners for the student's thesis:

**a. Potential External Examiner**

1. Name:.....  
Affiliation:.....  
Postal Address:.....  
Telephone: ..... Fax .....  
Email: .....  
Curriculum Vitae **must** be attached.

**b. Proposed Internal Examiners**

2. Name: .....  
Affiliation: .....  
Postal Address: .....  
Telephone: ..... Fax .....  
Email: .....  
Curriculum Vitae **must** be attached.

3. Name: .....  
Affiliation: .....  
Postal Address: .....  
Telephone: ..... Fax .....  
Email: .....  
Curriculum Vitae **must** be attached.

Date ..... Signature of Head of Department.....

**SECTION D: TO BE COMPLETED BY DEAN OF SCHOOL/DIRECTOR OF INSTITUTE**

- i. The proposed examiners above have been approved by the Board of the School/Institute.
- ii. After consultation with the Head of Department and our School’s Higher Degrees Chairperson, I recommend that the following be appointed to serve as examination panellists:

PANEL MEMBERS	DESIGNATION
1.	Chairperson
2.	External Examiner or Representative
3.	1 <sup>st</sup> Internal Examiner or Representative
4.	2 <sup>nd</sup> Internal Examiner or Representative

- iii. In anticipation of the fact that the student will submit his/her thesis within three months from now, it is recommended that the *viva voce* be held in the month of ..... of the year ..... . The exact date will be communicated later.

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

**SECTION E: TO BE FILLED BY THE CHAIRPERSON, SENATE HIGHER DEGREES COMMITTEE (on behalf of SHDC)**

Please Tick

	The examination arrangements herewith are complete and are recommended.
	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 Chairperson, SHDC.....

**\* To be filled in triplicate. Two copies of this form MUST be returned to the Department/School/Institute.**

**\*\* Documents in support of courses attended, credits accumulated, papers presented at scientific meetings and publications must be attached with this form.**

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



**INDIVIDUAL EXAMINER’S SUMMARY RECOMMENDATION ON A PhD THESIS**

Candidate’s Name: .....

Candidate’s Registration No:.....

Department/School/Institute: .....

Thesis title: .....

.....  
 .....

	<b>EXAMINER’S RECOMMENDATION</b>	<b>Tick (√)</b>
1.	The thesis is APPROVED for defence as it is.	
2.	The thesis is APPROVED for defence after correction of typographical errors and/or MINOR revisions to the satisfaction of the Main Supervisor and Head of Department (list the errors/changes on separate sheet)	
3.	The thesis is NOT APPROVED for defence until MAJOR revisions and corrections are done as recommended to the satisfaction of Internal and External examiners.	
4.	The thesis is REJECTED OUTRIGHT	

Name of Examiner: .....

Signature: ..... Date.....

**This form must be returned to the Head of Department for examination processing procedures.**

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



**VIVA VOCE EXAMINATION RESULTS FORM FOR PhD DEGREE**

Candidate's Name: .....

Department/School/Institute: .....

Thesis title: .....

.....

.....

Registration No.: ..... Date of *Viva Voce* .....

	<b>EXAMINERS' RECOMMENDATION</b>	<b>Tick (√)</b>
1.	Student PASSES. PhD should be awarded to the candidate unconditionally, with no additional changes to the thesis.	
2.	** Student PASSES. PhD award is however subject to minor revisions to the thesis as detailed in <i>viva voce</i> proceedings, to be submitted within 3 months to the satisfaction of the Main Supervisor and Head of Department (applicable <i>only</i> for PhD by Monograph).	
3.	Student FAILS. Award of a PhD is NOT recommended (reasons detailed in <i>viva voce</i> proceedings)	

\*\* Category 2 above applies *only* for PhD by Monograph.

<b>PANEL MEMBERS</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
1.	Chairperson	
2.	External Examiner or Representative	
3.	1 <sup>st</sup> Internal Examiner	
4..	2 <sup>nd</sup> Internal Examiner	

**In case of disagreement such panellists should show his/her number of preference against his/her signature (e.g. 1.1, 1.2, 2.1 or 2.2).**

**This form must be returned to the Head of Department for examination processing procedures.**

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
DIRECTORATE OF POSTGRADUATE STUDIES



APPLICATION FOR EXTENSION\*

Name of Student: .....

Registration No. ....

School: .....

Department: .....

Degree/Diploma Proposed: .....

Date of registration .....

Name of Programme (Tick one):

<b>Degree</b>	<input type="checkbox"/>
Master	<input type="checkbox"/>
PhD	<input type="checkbox"/>

Studies due to end on .....

Extension requested (Tick one):

1 <sup>st</sup>	<input type="checkbox"/>
2 <sup>nd</sup>	<input type="checkbox"/>
3 <sup>rd</sup>	<input type="checkbox"/>

If 2<sup>nd</sup> or 3<sup>rd</sup>, an extension fee receipt should be enclosed

Reasons for requesting an extension:

.....

.....

.....

Period of extension: From ..... To .....(Dates)



Recommendations by Supervisor:

1. Student's progress.....  
.....  
.....
2. Assessment of time needed.....
3. When is the student expected to sit for final exam?.....

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

Recommendations by Head of Department:

1. Student's progress.....  
.....  
.....
2. Assessment of time needed.....
3. When is the student expected to sit for final exam?.....

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

Recommendations by Dean/Director:

1. Student's progress.....  
.....  
.....
2. Assessment of time needed.....
3. When is the student expected to sit for final exam?.....

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

**Chairperson, SHDC**

Approved  Not approved

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

**\*To be filled in quadruplicate. Submit all four copies.**

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
DIRECTORATE OF POSTGRADUATE STUDIES



**POSTGRADUATE CLEARANCE FORM\***

Student must ensure safe return of all University property/equipment/books etc. entrusted to him or her during the period of studies, before collection of certificate. All units listed below kindly assure that the student is not materially indebted to your department.

Name of student .....

Registration number .....

Department/School/Institute .....

Current Address

.....

.....

Residential  Non-residential

If residential,

(i) Indicate the name of Hall/Residence.....

(ii) Comments by Hall Superintendent

.....

.....

(iii) Has the student paid ALL outstanding rental charges? Yes  No

Date ..... Signature of Hall Superintendent.....

Date of graduation.....

1. Comments by Director of Student Services

.....

.....

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

2. Comments by Director of MUHAS Library

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

3. Comments by Supervisor

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

4. Comments by Head of Department

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

5. Comments by Dean of School/Director of Institute

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

6. Comments by Director of Postgraduate Studies

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

7. Comments by Examinations Officer

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

**\*This form should be filled in quadruplicate  
This form must be returned to the Head of Department for examination processing  
procedures.**

**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
DIRECTORATE OF POSTGRADUATE STUDIES**



**SUPERVISION ALLOWANCE CLAIM FORM**

**SECTION A: (To be filled in quadruplicate by the supervisor):** I certify that I served as Supervisor(s) for the following postgraduate student(s) for the academic year ...../.....

NAME OF STUDENT(S)	TITLE	PG DEGREE	NAMES OF CO-SUPERVISORS
1.			1.
			2.
			3.
			4.
2.			1.
			2.
			3.
			4.
3.			1.
			2.
			3.
			4.

4.			1.
			2.
			3.
			4.
5.			1.
			2.
			3.
			4.

Accordingly I hereby claim for payment of Tshs ..... being my  
Supervision allowance for

.....  
.....

Supervisor's Name: ..... Signature: .....

Date: .....

**SECTION B: (To be filled by the Head of Department)**

I confirm that Prof./Dr./Mr./Ms..... supervised the above-mentioned student(s). He/She shared the supervision load with the following co-supervisors:

1. ....
2. ....
3. ....

I am satisfied with the supervision work he/she did and recommends that he/she be paid the supervision allowance.

**NAME OF HEAD OF DEPARTMENT:** .....

**DATE:** .....

**SIGNATURE:** .....

**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
DIRECTORATE OF POSTGRADUATE STUDIES**



**ASSESSMENT OF PROPOSAL DEVELOPMENT AND DATA ANALYSIS STAGES  
FOR MASTER DISSERTATIONS**

1. Name of Student: .....
2. Registration Number: .....
3. Degree Programme: .....
4. Department/School: .....
5. Stage of Dissertation being evaluated (tick that applies)

Proposal development

Data collection/data analysis

6. Average score given by members of faculty during departmental presentation (out of 100%):

.....

Signed:

.....

Supervisor

.....

Date

.....

Head of Department

.....

Date

*Note: (1) Score given in 6 above will be computed to contribute 25% and 15% of the final dissertation score for proposal development and data collection/data analysis stages, respectively.*

*(2) This form should be filled in triplicate. One copy shall be sent to the Head of Department, another copy to respective Dean/Director, and the third copy to DPGS.*

**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
DIRECTORATE OF POSTGRADUATE STUDIES**



**INDIVIDUAL EXAMINER’S ASSESSMENT OF THESIS FOR MSc BY RESEARCH  
AND PUBLICATIONS**

1. Name of Student: .....
2. Registration Number: .....
3. Department/School:.....
4. Title of Thesis: .....

5. Quality of thesis frame and articles (tick that applies)

Thesis frame  Poor  Satisfactory  Good  Very good  Excellent

Paper 1  Poor  Satisfactory  Good  Very good  Excellent

Paper 2  Poor  Satisfactory  Good  Very good  Excellent

<b>EXAMINER’S RECOMMENDATION</b>		<b>Tick (√)</b>
1.	The thesis is APPROVED for defence as it is (no revisions or typographical corrections required)	
2.	The thesis is APPROVED for defence after correction of typographical errors and/or MINOR revisions to the satisfaction of the supervisor and head of department (list the errors/charges on separate sheet)	
3.	The thesis is NOT APPROVED for defence until MAJOR revisions and corrections are done as recommended to the satisfaction of internal and external examiners	
5.	The thesis is REJECTED OUTRIGHT	

Name of Examiner: .....

Signature: ..... Date.....

**This form must be returned to the Head of Department for examination processing procedures.**

**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
DIRECTORATE OF POSTGRADUATE STUDIES**



**VIVA VOCE EXAMINATION RESULTS FORM FOR MSc BY RESEARCH AND PUBLICATIONS**

Candidate's Name: .....

Department/School/Institute: .....

Thesis title: .....

.....

Registration No.: .....

Date of *Viva Voce* .....

1.	<b>STUDENT PASSES</b>	<b>Tick (√)</b>
1.1	The thesis is satisfactory.	
1.2	The thesis is of good quality.	
1.3	The thesis is of very good quality.	
1.4	The thesis is of excellent quality.	
2.	<b>STUDENT FAILS</b>	

<b>PANEL MEMBERS</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
1.	Chairperson	
2.	External Examiner or Representative	
3.	Internal Examiner	

**In case of disagreement such panellists should show his/her number of preference against his/her signature (e.g. 1.1, 1.2, 2.1 or 2.2).**

**This form must be returned to the Head of Department for examination processing procedures.**



**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
DIRECTORATE OF POSTGRADUATE STUDIES**



**MEDICAL RECORDS ON ENROLLMENT INTO POSTGRADUATE PROGRAMME**

SURNAME: .....

OTHER NAMES: .....

AGE: ..... SEX: ..... MARITAL STATUS: .....

SCHOOL: ..... DEGREE COURSE: .....

- |  |   |
|--|---|
| 1. Tuberculosis .....                                  | 13. Psychiatric disorder .....              |
| 2. Gastric or Duodenal Ulcer .....                     | 14. Eye disorder .....                      |
| 3. Recurrent indigestion .....                         | 15. Ear, Nose or throat disorder .....      |
| 4. Dysentery .....                                     | 16. Skin disease .....                      |
| 5. Jaundice .....                                      | 17. Anemia .....                            |
| 6. Varicose Veins .....                                | 18. Gynecological disorder .....            |
| 7. Kidney or Urinary disease .....                     | 19. Malaria or other tropical disease ..... |
| 8. Rapture .....                                       | 20. Cholera .....                           |
| 9. Diabetes .....                                      | 21. Operations .....                        |
| 10. Poliomyelitis or other Neurological disorder ..... | 22. Serious accidents .....                 |
| 11. Epilepsy .....                                     | 23. Any other serious disorder .....        |
| 12. Nervous Breakdown .....                            | .....                                       |

**PHYSICAL EXAMINATION**

- 1. Height .....
- 2. Weight .....
- 3. Skin .....
- 4. Eyes:    Conjunctivae .....
- Pupils .....
- Sight:    Without glasses:
- Right .....
- Left .....
- With glasses:
- Right .....
- Left .....
- 5. Please state condition of ears (if any discharge) .....
- Mouth and throat .....
- Nose .....
- 6. Respiratory System
- Any abnormality .....
- 7. Cardiovascular System:
- Blood pressure:
- Systolic ..... diastolic .....
- Heart: Any murmur? .....
- Arteries and Veins .....
- 8. Abdomen: Hernia
- Hydrocele .....
- Masses .....
- Liver .....
- Kidneys .....
- Rectal .....
- Any clinical evidence of hyperacidity or Gastric-duodenal ulcer? .....

**LABORATORY**

- 1. Urine: Albumin
- Sugar .....
- Leukocytes .....
- Bilharzia .....
- 2. Stools: Special emphasis on Hookworm or Bilharzia .....
- 3. Blood examination:
- (a) Neutrophils .....
- (b) Eosinophils .....
- (c) Basophils .....
- (d) Lymphocytes .....
- (e) Monocytes .....

**X-RAY EXAMINATION**

.....  
.....

**CONCLUSION**

I have examined Mr./Miss/Mrs. ....  
and consider that he/she IS/IS NOT  
physically and mentally fit to be admitted  
to the University for higher studies.

.....

Date	Signature	Name
------	-----------	------

.....

Title	Qualifications
-------	----------------

Address: .....

.....

.....

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
DIRECTORATE OF POSTGRADUATE STUDIES



**POSTGRADUATE STUDENT APPLICATION FOR ANNUAL LEAVE\***

**PART A: TO BE FILLED BY STUDENT**

1. Student's name in full: .....
2. Registration No. ....
3. Department/School: .....
4. Degree Programme: .....
5. Dates for the annual leave requested
  - (a) Start.....(date/month/year)
  - (b) End.....(date/month/year)
  - (c) Total number of days.....

*Note: Maximum allowable duration of annual leave is 28 days*

6. Full address and contact information while on leave
 

Physical address:.....

Phone number:..... Email address:.....

Date ..... Signature of Student .....

**PART B: TO BE FILLED HEAD OF DEPARTMENT**

7. Student's request for annual leave is
  - (a) Recommended as requested by student
  - (b) Recommended with the following modifications 

Reviewed start date.....(date/month/year)

Reviewed end date.....(date/month/year)
  - (c) Not recommended (give reasons below) 

.....

.....

.....

Date .....Signature of Head of Department.....

**PART C: TO BE FILLED DEAN/DIRECTOR OF SCHOOL/INSTITUTE**

8. Student's request for annual leave is

(a) Recommended as requested by student

(b) Recommended with the following modifications

Reviewed start date.....(date/month/year)

Reviewed end date.....(date/month/year)

(c) Not recommended (give reasons below)

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

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

**PART D: TO BE FILLED BY DIRECTOR, POSTGRADUATE STUDIES**

9. Student's request for annual leave is

(a) Approved for;

Start date.....(date/month/year)

End date.....(date/month/year)

(b) Not approved due to reasons below

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

Date .....Signature of Director, PGS.....

*Note\*: This form should be filled in quadruplicate*

## Appendix III

### MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES DIRECTORATE OF POSTGRADUATE STUDIES



#### GUIDELINES FOR PREPARING DETAILED RESEARCH PROPOSALS FOR DISSERTATION/THESIS REGISTRATION FOR A HIGHER DEGREE PROGRAMME

Students are required to submit a full-fledged proposal paying attention to details and format outlined below:

<b>1. Cover page</b>	The cover page should display information about the study and ownership as follows: <ul style="list-style-type: none"><li>• Institution's name with Logo</li><li>• Title: Should stand for the content of the study, acts as a label and to some extent matches with the wording of the broad objective</li><li>• School and Department</li><li>• Name of Student, and Supervisor (s)</li><li>• Students Registration Number</li><li>• Date</li></ul>
<b>2. Table of contents</b>	<ul style="list-style-type: none"><li>• To be well aligned (use of type setting is highly recommended)</li></ul>
<b>3. Abbreviations</b>	<ul style="list-style-type: none"><li>• To be arranged alphabetically</li></ul>
<b>4. Definitions</b>	<ul style="list-style-type: none"><li>• Give conceptual definitions of key terms related to your study to allow your readers to have a common understanding of key terms that will be presented in the study</li></ul>
<b>5. Abstract</b>	This section summarizes what the study is about in one page and should be structured to: <ul style="list-style-type: none"><li>• Background of study topic and the problem to be studied</li><li>• Aim/Broad objective</li><li>• Materials &amp; Methods summarizing study type, population, data to be collected, method of collection and analysis plan</li><li>• Budget of the study</li></ul>
<b>6. Introduction</b>	
<i>-Background</i>	<ul style="list-style-type: none"><li>• This section provides a general overview about the study topic/area in one and half to two pages</li><li>• It introduces your readers to unique issues and concepts related to the topic (specific details about the topic are given in the section of literature review)</li></ul>
<i>-Problem statement</i>	This gives information on:

	<ul style="list-style-type: none"> <li>• What is the problem that necessitates the conduct of the study as reflected in the study aim and title</li> <li>• What is the magnitude of the problem in the target population? <u>Do not provide extensive global literature in the problem statement. It should not exceed one page</u></li> <li>• What are the factors associated with the problem? Portray an analytical link between the core problem and the supposed associated factors</li> <li>• What is the knowledge gap that is going to be addressed by your study?</li> </ul>
<i>-Conceptual framework</i>	<ul style="list-style-type: none"> <li>• Provide a schematic conceptual logic of how the factors in your study influence each other. This is meant to summarize complex issues in a schematic diagram. This may not be a requirement for straightforward studies like laboratory investigations</li> </ul>
<i>-Rationale</i>	<ul style="list-style-type: none"> <li>• State the utility of the expected findings (evidence information that will help to address the core problem)</li> </ul>
<i>-Research questions</i>	<ul style="list-style-type: none"> <li>• This is a question on what is the magnitude of the problem and its associated factors?</li> </ul>
<i>-Broad objective</i>	<ul style="list-style-type: none"> <li>• This is given as a general statement in an active verb: To determine, to assess etc. As much as possible it matches with the title</li> </ul>
<i>-Specific objectives</i>	<ul style="list-style-type: none"> <li>• These have to emanate from the broad objective and have to be SMART</li> <li>• They have to correlate with the research question/s</li> <li>• Condense your objectives to avoid overlaps between objectives.</li> <li>• The number depends on what specific issues the study is about (an average of four is within range)</li> </ul>
<i>-Literature review</i>	<ul style="list-style-type: none"> <li>• Each review section has to correspond with each specific objective. It is advisable to maintain subheadings standing for each objective</li> <li>• Start with one objective then proceed to the next. (Do not start with for example: objective one then go to objective two, then go back to objective one)</li> <li>• For each objective give Global, Regional and Tanzanian perspectives as regards <b>what is known and unknown</b> with respect to issues reflected in the objective</li> <li>• Tail-off with a knowledge gap to be addressed by that objective</li> <li>• Do not replicate other people's findings in your literature review. Just pick the knowledge generated by those studies</li> <li>• As much as possible use <u>present tense because you are presenting what is known and unknown at present</u></li> <li>• Plagiarism is a punishable offense and must be avoided</li> </ul>
<b>7. M&amp;M</b>	
<i>Study and design issues</i>	<ul style="list-style-type: none"> <li>• Give details of type of the study and how it is going to be designed</li> </ul>
<i>Study population,</i>	<ul style="list-style-type: none"> <li>• Indicate from whom the data will be collected (study</li> </ul>

<i>sample size and selection</i>	<p>population), and from where (study site)</p> <ul style="list-style-type: none"> <li>• How many people or study units will be involved? And how are they going to be selected</li> <li>• In quantitative approaches; indicate sample size and calculations.</li> <li>• In qualitative study studies give a forecast of how many and what compositions of participants (although the principal of saturation applies)</li> <li>• Give details of those who are eligible to participate (Provide inclusion criteria)</li> <li>• Among those who are eligible give details of those who must be excluded because they possess other features which will interfere with the relationship between the dependent and independent variables (exclusion criteria).</li> </ul>
<i>Variables</i>	<ul style="list-style-type: none"> <li>• In each objective identify what is to be measured (variables)</li> <li>• Give operational definitions of all variables (how are you going to measure them)-</li> <li>• List independent and dependent variables- be guided by your objectives</li> <li>• For qualitative approaches also give details of what is going to be measured and how will it be measured</li> </ul>
<i>Data collection methods</i>	<ul style="list-style-type: none"> <li>• Give details of how data is going to be collected <ul style="list-style-type: none"> <li>▪ give all details to enable somebody who did not participate in writing the proposal to collect data</li> <li>▪ What resources are required to accomplish the study including description of those who will collect the data</li> </ul> </li> </ul>
<i>Investigation tools and validity and reliability issues</i>	<ul style="list-style-type: none"> <li>• Itemize all the tools and provide explanation of how validity and reliability will be assured (are you measuring what you want to measure? And if you do how consistent are you in scoring what is measured). In qualitative approaches describe how the trustworthiness of the work will be realized</li> </ul>
<i>Data analysis</i>	<ul style="list-style-type: none"> <li>• Provide an analysis plan corresponding to each specific objective.</li> <li>• Both quantitative and qualitative data require description of data analysis plan.</li> </ul>
<i>Ethical issues</i>	<ul style="list-style-type: none"> <li>• Give details of issues of ethical concerns and whether consent will be sought.</li> <li>• Indicate also if waivers will be required if applicable. Give details of how human subjects will be protected.</li> <li>• Guidelines on animal use in research should also be outlined if applicable</li> </ul>
<i>Study limitations and mitigation</i>	<ul style="list-style-type: none"> <li>• State possible limitations and how these are going to be mitigated</li> </ul>
<i>Budget and its</i>	<p>Provide breakdown of your budget and justification of each</p>

<i>justification</i>	budgeted item
<i>Work plan</i>	Give realistic milestones of your study in line with allowable time in your curriculum
<b>8. References</b>	<ul style="list-style-type: none"> <li>• These have to follow MUHAS guidelines (Vancouver or Harvard). Use only one style.</li> <li>• Online referencing is highly recommended (You may contact your librarians.</li> <li>• References should be current (although historical perspectives of the subject may also required)</li> </ul>
<b>9. Appendices</b>	
<i>Investigation tools</i>	<p>Investigation tools may include:</p> <ul style="list-style-type: none"> <li>• Questionnaires should be in both English and Swahili</li> <li>• Clinical survey forms</li> <li>• Data extraction form for data obtained in patients files</li> <li>• Interview guides, FGD guide, observation checklist etc</li> </ul>
<i>Consent/ assent forms</i>	MUHAS consent form should guide the main issues to be reflected in your study consent form
<i>Others</i>	Proof read your document to eliminate typographical errors



## Appendix IV

### MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES DIRECTORATE OF POSTGRADUATE STUDIES



### GUIDELINES FOR PREPARATION OF DISSERTATIONS AND THESES FOR MASTER BY COURSEWORK AND DISSERTATION & PHD BY MONOGRAPH DEGREE PROGRAMMES

These guidelines must be adhered to by candidates in Master by Coursework and Dissertation and PhD by Monograph. Additional guidelines specific for each programme are included in appropriate Chapters for relevant degree programmes.

#### 1.1.7 Typing

- (i) The thesis/dissertation must be printed on good quality A4, acid free white paper. This is to ensure clear copies. Typing must be one and half-spaced and on both sides of the paper.
- (ii) Except on the title page, fonts in the text should be 12 points (Times New Roman). Alignment of the text in the body of the thesis/dissertation shall be full justification.

#### 1.1.8 Pagination

- (i) Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals ("i", "ii", "iii", etc.) beginning after the title page.
- (ii) Number the pages of the body of the thesis/dissertation in Arabic numerals ("1", "2", "3" etc) consecutively throughout.
- (iii) The page numbers should appear just below the centre of the upper margin.

#### 1.1.9 Margins

- (i) The left-hand margin must be 3.0 cm from the left edge of the paper.
- (ii) The right-hand margin 2.5 cm from the right edge.
- (iii) The top margin 4.0 cm from the top of the page.
- (iv) The bottom margin 2.5 cm from the bottom edge of the paper.

#### 1.1.10 Front and Title Pages

- (i) For samples of both pages please refer to Appendices. However, the following information is important in preparation of the pages.

(ii) The Cover page must be arranged as follows:-

- (a) Write the Main Title of the dissertation/thesis in CAPITALS, centred and in 14 points bold fonts. A sub title should be in Capital and Small letters.
- (b) Insert your name at the centre of the title page. The name should be in Capital and Small letters, 12 points, bold.
- (c) Write name of the degree course for which the dissertation/thesis is intended for eg; MMed (Internal Medicine) Dissertation/Doctor of Philosophy (PhD) thesis.
- (d) Muhimbili University of Health and Allied Sciences.
- (e) Month and year of submission.

(iii) The Title page must be arranged as follows

- (a) Muhimbili University of Health and Allied Sciences.
- (b) Name of department.
- (c) MUHAS logo.
- (d) Main title of the dissertation/thesis
- (e) Insert "by \_\_\_\_ (your name)"
- (f) Insert the following words:-

"A Dissertation/Thesis (whichever is appropriate) Submitted in Partial Fulfilment (for Dissertations) or in Fulfilment (For theses) of the Requirements for the Degree of (insert name of degree) of the Muhimbili University of Health and Allied Sciences".

- (g) Give the date (Month and Year) of completion of the dissertation/thesis (month and year when the final corrections to the dissertation/thesis were made).

### **1.1.11 Certification**

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

### **1.1.12 Declaration by the candidate and Statement of Copyright**

(i) Declaration

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

(ii) Statement of Copyright

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

"This thesis/dissertation is copyright material protected under the Berne Convention, the Copyright Act of 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealing; for research or private study, critical scholarly review or

discourse with an acknowledgement, without the written permission of the Directorate of Postgraduate Studies, on behalf of both the author and the Muhimbili University of Health and Allied Sciences.”

*Note: Every student submitting dissertation/thesis must also sign and submit the **Intellectual Property Rights Contract (Appendix VI)**.*

### **1.1.13 Acknowledgement**

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

### **1.1.14 Dedication (if any)**

### **1.1.15 Abstract**

This should be concise but comprehensive and structured as follows: Background, Objectives, Materials and Methods, Results, Conclusions and Recommendations. It should be a maximum of two pages.

### **1.1.16 Table of Contents**

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

### **1.1.17 Body of Dissertation/Thesis**

- (i) Tables, text figures, diagrams and plates should be numbered in separate sequences, and should be cited by number in the text. Each table and illustration should have a full caption. Text illustrations should in general be reproduced by photographic or similar means. All lettering in figures must be in stencil or equivalent.
- (ii) The text should contain a comprehensive introduction and literature review; a statement of the research problem, study justification (rationale), hypotheses or research questions and objectives; details of the methods used in the research, description and statistical analyses of the research data; discussion of the results, conclusion and recommendations.

### **1.1.18 Literature cited**

- (i) All the literature should be cited in the text using Vancouver citation style or any other internationally recognized citation style as recommended by the Department.
- (ii) It is not expected that all the research work completed by the student will find room in the thesis/dissertation. Usually the student will have collected more data than what he/she had anticipated. Part of his/her doctoral or Master training is to be able to select what should go into the thesis/dissertation, and what should be left out. In recognition of this important aspect of training, it is important to set maximum lengths for Master and PhD dissertations/theses. At this University the maximum length for the dissertation/thesis shall be as follows:-
  - (a) Master dissertations: 100 pages with a tolerance of 10% above this limit, i.e. up to 10 extra pages, appendices and footnotes included.

- (b) PhD theses: 200 pages, with a tolerance of 10% above this limit i.e. up to 20 extra pages, appendices and footnotes included.
- (iii) Under very special circumstances, limits exceeding those set above may be allowed, if approved by SHDC and Senate, with reasons for exceeding the limits clearly stated.

## Appendix V

### MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES DIRECTORATE OF POSTGRADUATE STUDIES



#### A Sample Letter to Examiners

Ref. No.:.....

Date.....

To Prof/Dr/Mr/Ms.....

Dear.....

**Re: Examination of Dissertation/Thesis for Student .....**

You have previously been contacted regarding your appointment as Internal/External examiner for the above named student's Dissertation/Thesis titled "....."

This is to make a formal request to for your assistance to examine the dissertation/Thesis which is hereby enclosed.

By this letter you are requested to read through the dissertation/Thesis and let us have your detailed comments, score and grade along the areas outlined in the attached guidelines (MUHAS/PG F13).

Also enclosed is form (MUHAS/PG.F7 or F13 or F19) for you to complete when summarizing your recommendations as whether: -

- i. The .....degree be awarded to the student unconditionally, or
- ii. The degree be awarded subject to typographical corrections/minor revisions to the satisfaction of the supervisor and Head of Department, or
- iii. The degree be awarded subject to substantial corrections and revisions as indicated in the examination report to the satisfaction of internal examiner, or
- iv. The degree be not awarded, but the student may be allowed to revise and re-submit the dissertation for re-examination by an external examiner, or
- v. The dissertation/thesis be rejected outright.

Please acknowledge receipt of the package and submit your report and filled summary form to me (together with the dissertation/thesis) and copies to the Director of postgraduate studies, Muhimbili University of Health and Allied Sciences, P. O. Box 65001, Dar Es Salaam or E-mail [dpgs@muhas.ac.tz](mailto:dpgs@muhas.ac.tz).

It will be appreciated if you will send your report and recommendations within one month from the time you receive the package.

Thanking you in advance

**Deputy Vice Chancellor – Academics, Research and Publications**

c.c. Director, Postgraduate studies

c.c. Dean, School/Institute of.....

Enclosures:

1. Dissertation/Thesis
2. Form MUHAS/PG.F7 or F13 or F19

## Appendix VI

### MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES DIRECTORATE OF POSTGRADUATE STUDIES



### INTELLECTUAL PROPERTY RIGHTS CONTRACT

#### 1.0 INTRODUCTION

This contract is made between Prof./Dr./.....  
in his/her capacity as the **Director, Postgraduate studies** on behalf of the **Muhimbili University of Health And Allied Sciences (herein referred to as MUHAS)**, P. O. Box 65001, Dar es Salaam and Dr./Mr./Miss/Mrs./Ms: .....a postgraduate student registered for.....  
(*Name of the programme*) offered by the School/Institute of.....  
Registration Number .....

- 2.0 As a Postgraduate student registered at MUHAS, I declare that all research findings and innovations done during my studentship shall be the property of the University and shall be protected under the Berne Convention, World Intellectual Property Organization, the Copyright act 1999 and according to the MUHAS Intellectual Property Right Policy. The Dissertation/Thesis 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 discourse with an acknowledgement, without the written permission of the Directorate of postgraduate studies, on behalf of MUHAS.

(Students full name).....

(Student's signature)..... (Date).....

(Director, Postgraduate Studies' full name).....

(Director, Postgraduates studies signature)..... (Date).....

(Witness' full name)..... (Date).....

(Witness' signature).....(Date).....