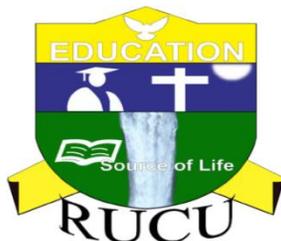


**RUAHA CATHOLIC UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES  
P. O. BOX 774  
IRINGA-TANZANIA**



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**GENERAL REGULATIONS AND GUIDELINES FOR  
POSTGRADUATE PROGRAMMES**

**(The revised edition, April 2025)**

**Approved by:**

**Chairperson of the University Council**

**Name: RT. Rev. Bernadin Mfumbusa  
(Bishop of the Diocese of Kondoa)**

**Signature.....**

**Date: 25<sup>th</sup> of April 2025**

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## 1 Preface

Ruaha Catholic University (RUCU), in its continued commitment to academic excellence, has undertaken a comprehensive review of its existing regulations and guidelines governing postgraduate studies. This review has culminated in the development of updated guidelines that align with the **Standards and Guidelines for Postgraduate Studies, Research and Innovation** issued by the **Tanzania Commission for Universities (TCU)** in **October 2023**, which serves as an addendum to the *Handbook for Standards and Guidelines for University Education in Tanzania (2019)*.

These revised guidelines are intended to guide all stakeholders involved in postgraduate training at RUCU. They are essential for **prospective and current postgraduate students**, as well as for **lecturers, supervisors, and administrators** across faculties and departments. For students, this document outlines key requirements, expectations, and academic pathways to consider when applying and progressing through RUCU's postgraduate programmes.

Postgraduate education represents a significant academic and professional milestone. It offers opportunities for deep specialization, development of advanced research skills, and the acquisition of critical competencies that enhance personal and career advancement. However, this journey also demands careful planning, commitment, and investment of time and resources.

For academic staff and supervisors, postgraduate training provides a platform to mentor future scholars and professionals, contribute to knowledge production, and strengthen the university's research culture. Through teaching, supervision, and research collaboration, academic staff play a critical role in ensuring quality and relevance in postgraduate education.

RUCU's postgraduate programmes are designed not only to enhance students' academic and research capabilities but also to equip them with **transferable skills** such as critical thinking, independent inquiry, and effective problem-solving skills that are highly valuable in a wide range of professional contexts.

It is important to recognize that these guidelines are only as effective as their implementation. The success of postgraduate education at RUCU relies heavily on the active participation and collaboration of academic staff, supervisors, and administrative units. The **Office of Postgraduate**

**Studies** will coordinate and monitor the implementation of these guidelines and work closely with all faculties to ensure compliance with national standards and the promotion of best practices in postgraduate training.

We trust that this document will serve as a practical and authoritative reference for all stakeholders committed to strengthening postgraduate education at RUCU.

Prof. Sr. Chrispina Lekule  
Deputy Vice Chancellor Academic Affairs

## 2 Preamble

These *Guidelines for Postgraduate Training* at **Ruaha Catholic University (RUCU)** are established to provide a consistent, transparent, and quality-assured framework for the delivery, supervision, assessment, and monitoring of postgraduate education. The Guidelines are intended to uphold the highest academic and ethical standards in teaching, learning, research, and innovation.

They are developed in line with:

1. The *Standards and Guidelines for University Education in Tanzania (2019)*,
2. The *Addendum to the Handbook for Standards and Guidelines for University Education in Tanzania (2023)*, with specific focus on **Standards 4.8 to 4.41** related to postgraduate studies, research, and innovation, and
3. The *University (General) Regulations, 2013*, particularly **Regulation 45** on student exit awards.

RUCU, as a faith-based institution operating under the umbrella of the **Tanzania Episcopal Conference (TEC)**, is committed to promoting academic excellence grounded in **Catholic moral values**, the dignity of the human person, and the holistic development of society. These Guidelines are designed not only to ensure compliance with regulatory standards but also to promote intellectual inquiry, innovation, and ethical research practices guided by RUCU's mission and Catholic identity.

The implementation of these Guidelines shall foster a learning environment that cultivates **competent, ethical, and socially responsible graduates**, prepared to contribute meaningfully to national development and the global knowledge economy.

#### **4. Abbreviations**

DPGS	Director of Postgraduate Studies
DVCAA	Deputy Vice Chancellor for Academic Affairs
FASS	Faculty of Arts and Social Sciences
FICT	Faculty of Information and Computer Technology
FoE	Faculty of Education
FoL	Faculty of Law
RUCO	Ruaha University College
RUCU	Ruaha Catholic University
TCU	Tanzania Commission for Universities
TEC	Tanzania Episcopal Conference
VC	Vice Chancellor

## **5. Objectives of the Guidelines**

The primary objective of these Guidelines is to provide a coherent and standardized framework for the administration, delivery, supervision, evaluation, and quality assurance of postgraduate training at Ruaha Catholic University (RUCU). Specifically, the Guidelines aim to:

- 4.1. Ensure alignment of postgraduate training with the national qualifications framework, the Tanzania Commission for Universities (TCU) standards, and RUCU's institutional mission, vision, and strategic goals.
- 4.2. Guide the development, approval, delivery, and review of postgraduate programmes to meet academic, professional, and societal expectations.
- 4.3. Promote high standards of academic integrity, ethical research conduct, and scholarly excellence among postgraduate students and academic staff.
- 4.4. Standardize admission criteria, supervision arrangements, progress monitoring, assessment procedures, and graduation requirements for all postgraduate programmes.
- 4.5. Enhance the quality and relevance of postgraduate research by aligning research topics with national development priorities and RUCU's institutional research agenda.
- 4.6. Foster interdisciplinary collaboration, innovation, and internationalization in postgraduate education and research.
- 4.7. Provide clear procedures for handling academic appeals, complaints, research misconduct, intellectual property rights, and the revocation of awards.
- 4.8. Promote equity, transparency, accountability, and professionalism in the management of postgraduate training at all levels of the University.

## **6. Scope and Applicability**

These Guidelines apply to all postgraduate training activities offered at Ruaha Catholic University (RUCU), including Postgraduate Diploma, Master's, and Doctoral (PhD) programmes across all Faculties, Schools, Institutes, and Centres.

5.1 The Guidelines cover academic, administrative, and regulatory aspects of postgraduate studies, including but not limited to:

- Admission requirements and procedures
- Programme design and delivery
- Supervision and monitoring
- Coursework and research components
- Assessment and examination processes
- Publication and dissemination requirements
- Graduation and exit pathways
- Quality assurance and compliance with TCU standards

5.2 These Guidelines are binding to all postgraduate students, supervisors, internal and external examiners, programme coordinators, and relevant university governance organs involved in the administration and delivery of postgraduate education.

5.3 The provisions of these Guidelines shall be read in conjunction with:

- The RUCU General Regulations
- TCU Standards and Guidelines for Postgraduate Studies, Research and Innovation (2023)
- The RUCU Research and Innovation Policy
- The RUCU Quality Assurance Framework
- Any other applicable national and institutional policies and regulations governing postgraduate education

## **7. Management of Postgraduate Studies**

### **7.1. Governance Structure**

- 7.1.1. RUCU shall establish a Committee of Postgraduate Studies to oversee the effective planning, coordination, and quality assurance of all postgraduate programmes. The committee shall consist of:
- a. The **Director of Postgraduate Studies** (Chairperson)
  - b. The **Director of Research and Publication**
  - c. The **Director of Quality Assurance**
  - d. Two academic staff appointed by the **Deputy Vice Chancellor for Academic Affairs (DVCAA)**
  - e. An **Administrative Secretary**
  - f. One academic staff from the **Systems Administration Unit** responsible for overseeing the use of anti-plagiarism software
- 7.1.2. To ensure continuity and institutional memory, **50% of the committee members shall be retained** after every three years for succession planning.

### **7.2. Term of Office**

- 7.2.1. The Director of Postgraduate Studies shall be appointed for a term of three (3) years, renewable once, in accordance with the University Charter.
- 7.2.2. Other committee members shall also serve a three-year term, renewable once.

### **7.3. Roles and Responsibilities**

- 7.3.1. The Committee of Postgraduate Studies shall have the following duties:
- a) **Coordination and Oversight:**
    - i. Oversee the development and administration of postgraduate programmes across RUCU.
    - ii. Manage applications and admissions for postgraduate programmes.
    - iii. Coordinate workshops and academic seminars for postgraduate students.
    - iv. Monitor the academic progress of postgraduate students through regular reporting and reviews.
    - v. Approve nominations of external examiners for theses/dissertations, in consultation with Deans.

- vi. Facilitate the organization and administration of viva voce examinations for PhD candidates.

**b) Quality Assurance and Compliance:**

- i. Ensure policies and regulations for postgraduate training are developed, updated, and implemented in alignment with TCU guidelines.
- ii. Ensure adherence to academic integrity, ethical standards, and anti-plagiarism regulations.
- iii. Appoint a secretariat to verify compliance of dissertations/theses with RUCU and TCU requirements before final approval and submission to external examiners.

**c) Academic Review and Approval:**

- i. Review and approve student progress reports submitted by Deans of Faculties.
- ii. Review, evaluate, and approve all postgraduate dissertations and theses before graduation.

**d) Student Support and Grievance Handling:**

- i. Address and mediate complaints and academic appeals from postgraduate students.

**e) External Engagement:**

- i. Plan for outreach programmes, inter-institutional collaborations, and benchmarking activities with other universities and research institutions.

## **8. Admission Requirements and Procedures**

### **8.1. Introduction**

- 8.1.1. These regulations and guidelines shall govern the admission of all postgraduate students at Ruaha Catholic University (RUCU), under the Directorate of Postgraduate Studies.
- 8.1.2. The admission process shall be transparent, rigorous, and based on merit in line with the Tanzania Commission for Universities (TCU) standards.

### **8.2. Eligibility Criteria**

#### **8.2.1.1. Postgraduate Diploma**

- 8.1.1.1. Must hold a bachelor's degree or an advanced diploma with a GPA of at least 2.0 (Pass or C grade) from an accredited higher learning institution.

### **8.1.2. Master's Degree**

8.1.2.1. All Master's programmes shall be by coursework and dissertation.

8.1.2.2. Admission requirements:

- a) Advanced Diploma with a GPA  $\geq 3.0$  (on a 5-point scale) in a relevant field.
- b) Bachelor's degree with GPA  $\geq 2.8$  (on a 5-point scale) in a relevant field.
- c) Bachelor's degree with GPA  $\geq 2.7$  and five years of relevant work experience.
- d) Postgraduate Diploma with GPA  $\geq 3.5$  (on a 5-point scale).
- e) For unclassified degrees: credit or distinction in the subject of the intended programme.
- f) Final-year students awaiting results may be admitted provisionally.

### **8.1.3. Doctor of Philosophy (PhD)**

8.1.3.1. Must possess a relevant Master's degree with GPA  $\geq 3.5$  or Upper Second Class from an accredited institution.

8.1.3.2. Additional requirements:

- a. Proof of English language proficiency, assessed by the relevant Department/School.
- b. A concept note outlining the proposed research, to be evaluated by subject experts.
- c. For foreign qualifications: TCU recognition and equivalency must be obtained.

## **8.2. Application Process**

8.2.1. Submission of Applications

8.2.1.1. All applications shall be submitted online via the RUCU website.

8.2.1.2. Required attachments:

- a) Completed application form.
- b) Academic transcripts and certificates.
- c) Birth certificate.
- d) Medical examination form.
- e) Payment receipt of non-refundable application fee.
- f) For PhD applicants: concept note (max 5,000 words).
- g) Two recommendation letters from academic referees.

8.2.1.3. Applicants must pay the application fee as indicated on the application portal.

#### 8.2.2. Evaluation Process

- a) Department reviews applications and forwards to Faculty.
- b) Faculty reviews and forwards to Directorate of Postgraduate Studies.
- c) Directorate compiles and submits to Senate for approval.

#### 8.2.3. Admission Cycles

- a) Two intakes per year: March and October.
- b) Portal remains open year-round.
- c) Notification of selected applicants:
  - End of January (for March intake)
  - End of August (for October intake)

#### 8.2.4. Selection Procedures

8.2.4.1. Selections shall be conducted by the Committee of Deans and Directors based on recommendations from relevant Faculties and the Directorate of Postgraduate Studies.

8.2.4.2. Senate shall give final approval.

8.2.4.3. PhD admissions will consider supervisory capacity, facilities, and training availability.

### 8.3. Registration and Orientation

#### 8.3.1. Registration Requirements

8.3.1.1. Registration shall be completed within the first four weeks of the academic year.

8.3.1.2. Required documents for registration:

- a) Admission letter
- b) Academic transcripts and certificates
- c) Birth certificate

8.3.1.3. Documents shall be verified by the Admissions Office.

#### 8.3.2. Renewal and Postponement

8.3.2.1. Registration must be renewed annually.

8.3.2.2. Students may postpone studies for up to one year with Senate approval.

8.3.2.3. Postponed time shall not count toward the study period.

### 8.3.3. **Maximum Duration of Study**

a) Postgraduate Diploma: Max 3 years

b) Master's Degree:

- One-year programme: 3-year grace period
- 18-month programme: 3.5 years max
- Two-year programme: 4 years max

c) PhD by coursework: 6.5 years max

d) PhD by research: 7 years max

e) No student shall continue beyond these periods unless granted an official extension.

### 8.3.4. **Penalties**

8.3.4.1. Failure to register shall be treated as abscondment.

8.3.4.2. Abscondment leads to automatic discontinuation.

### 8.3.5. **Extension**

8.3.5.1. Students who exceed the minimum duration must apply for an extension and pay the prescribed fee (as per RUCU Prospectus).

## **9 Programme Delivery and Modes of Study**

### **9.1. Guiding Principles**

9.1.1. RUCU shall ensure that all postgraduate programmes are delivered in a manner that upholds academic rigor, maintains flexibility for learners, guarantees adherence to quality assurance standards, and responds to national, regional, and global development priorities. Programme delivery shall be learner-centred, competency-based, and aligned with the National Qualifications Framework (NQF) and the Tanzania Commission for Universities (TCU) minimum standards and guidelines.

### **9.2. Approved Modes of Delivery**

9.2.1. RUCU shall implement postgraduate programmes through various modes of delivery, depending on programme design and resource availability. The delivery modes approved for use include:

9.2.1.1. **Conventional (Face-to-Face) Mode** – Traditional in-person learning involving direct classroom interaction.

- 9.2.1.2. **Open and Distance Learning (ODL) Mode** – Structured independent learning with periodic support, typically via print or digital materials.
- 9.2.1.3. **Online Learning Mode** – Fully digital learning delivered through a virtual learning environment (VLE), with synchronous and asynchronous sessions.
- 9.2.1.4. **Blended/Hybrid Mode** – A mix of face-to-face and online delivery designed to maximize flexibility and learner engagement.
- 9.2.2. Each mode shall be clearly indicated in the curriculum and approved by the University Senate and TCU.

### **9.3. Delivery Requirements**

- 9.3.1. All modes of delivery must:
  - 9.3.1.1. Be aligned with intended learning outcomes and programme objectives.
  - 9.3.1.2. Ensure coverage of theoretical, practical, and research components.
  - 9.3.1.3. Promote academic engagement and interaction between students and faculty.
  - 9.3.1.4. Provide mechanisms for continuous assessment, feedback, and improvement.
  - 9.3.1.5. Be supported by a functioning Learning Management System (LMS) where applicable.

### **9.4. Programme Delivery Components**

- 9.4.1. Postgraduate programmes at RUCU shall comprise the following delivery components:
  - 9.4.1.1. Coursework – Includes lectures, tutorials, seminars, assignments, case studies, group projects, and class presentations.
  - 9.4.1.2. Research Supervision – Involves structured mentoring and academic guidance provided by qualified supervisors, in line with TCU guidelines.
  - 9.4.1.3. Seminar Presentations and Workshops – Opportunities for students to present ongoing research, receive feedback, and engage in scholarly debate.
  - 9.4.1.4. Fieldwork or Practicum – Supervised placements or field research for professional and applied programmes (e.g., MBA, MPH).
  - 9.4.1.5. Independent Study – Encourages student autonomy in learning, critical analysis, and knowledge synthesis.

- 9.4.1.6. Use of Technology – Including LMS, virtual classrooms, video conferencing tools, and digital resource platforms for content delivery, discussions, and assessments.

## **9.5. Teaching and Supervision Personnel**

- 9.5.1. All courses and research components shall be delivered and supervised by academic staff who meet the minimum TCU qualifications for postgraduate teaching.

Specifically:

- 9.5.1.1. Teaching staff must possess at least a master's degree in a relevant field such as postgraduate diploma and PhD for masters programmes.
- 9.5.1.2. PhD supervisors must hold a doctoral degree and have demonstrable research experience, including peer-reviewed publications.
- 9.5.1.3. Supervisors must not exceed the maximum number of supervisees as per TCU regulations.

## **9.6. Learning Resources and Support**

- 9.6.1. RUCU shall ensure that all postgraduate students have timely access to:
  - 9.6.1.1. Course outlines detailing objectives, topics, and assessment methods.
  - 9.6.1.2. Reading lists and reference materials, both physical and digital.
  - 9.6.1.3. Access to the university library, e-resources, and ICT facilities.
  - 9.6.1.4. Academic advisory services, peer-support networks, and counselling where needed.

## **9.7. Online and Blended Learning Standards**

- 9.7.1. For programmes offered through online or blended learning modes, the following shall apply:
  - 9.7.1.1. A clear balance must be maintained between synchronous (real-time) and asynchronous (flexible) sessions.
  - 9.7.1.2. Online platforms shall support regular teacher–student interaction, discussion forums, and access to feedback.
  - 9.7.1.3. Digital content must be up-to-date, accessible, and inclusive.
  - 9.7.1.4. Quality assurance mechanisms shall monitor content delivery, learner progress, and instructional effectiveness.

## **9.8. Quality Assurance and Continuous Improvement**

- 9.8.1. All postgraduate programme delivery at RUCU shall be subject to both internal and external quality assurance mechanisms. The Directorate of Quality Assurance and the Directorate of Postgraduate Studies shall jointly:
  - 9.8.1.1. Monitor the delivery of courses and research supervision.
  - 9.8.1.2. Collect and analyze feedback from students and academic staff.
  - 9.8.1.3. Evaluate performance and suggest improvements based on review findings.
  - 9.8.1.4. Ensure that RUCU remains compliant with national standards and responsive to academic trends and stakeholder needs

## **10 Programme Credit Requirements**

### **10.1. Credit Accumulation and Transfer**

- 10.1.1. The credit system for postgraduate programmes at RUCU shall be based on the Tanzania Commission for Universities (TCU) guidelines, and shall align with the Tanzania National Qualifications Framework (NQF/UQF).
- 10.1.2. One (1) credit shall be equivalent to ten (10) notional hours of learning. This includes face-to-face contact, practical work, independent reading, assignments, seminars, fieldwork, and research.
- 10.1.3. Credit accumulation shall be progressive from UQF Level 9 (Postgraduate Diploma and Master's) to UQF Level 10 (Doctor of Philosophy).
- 10.1.4. Postgraduate Diploma programmes shall require a minimum of **120 credits**.
- 10.1.5. Master's Degree programmes (by coursework and dissertation or by thesis) shall require a minimum of **240 credits**.
- 10.1.6. Doctor of Philosophy (PhD) programmes shall require a minimum of **540 credits**, of which at least **360 credits** must be earned from original research and the remaining from any required coursework, seminars, or professional development.
- 10.1.7. RUCU shall allow the transfer of credits from other recognized institutions only if:
  - 10.1.7.1. The courses were completed at a comparable postgraduate level (UQF Level 9 or 10);
  - 10.1.7.2. The student received a minimum of a "B" grade or equivalent;
  - 10.1.7.3. The credits do not exceed 50% of the total credits for the award;

**10.1.7.4.** The transfer is approved by the relevant Faculty/School and the Senate.

## **10.2. Exit Pathways**

RUCU recognizes structured exit pathways for postgraduate students in alignment with TCU Guidelines (4.10.1–4.10.3) and University Regulation 45 (2013). Exit awards are intended to recognize partial academic achievement when a student is unable to complete the full programme due to valid reasons.

**10.2.1.** Exit Awards for Master's Programmes

**10.2.1.1.** A candidate registered for a Master's Degree (by coursework and dissertation or by thesis) may be awarded a **Postgraduate Diploma (UQF Level 9)** as an exit award if they:

- a. Successfully completed coursework amounting to a minimum of 120 credits;
- b. Are unable to complete the dissertation or thesis;
- c. Have no record of academic or disciplinary misconduct;
- d. Have not exceeded the maximum registration period.

**10.2.1.2.** The exit award shall be approved by the Senate upon recommendation by the Faculty and the Directorate of Postgraduate Studies.

**10.2.2.** Exit Awards for PhD Programmes

**10.2.2.1.** candidate registered for a PhD programme may, under exceptional circumstances and upon formal request, be awarded a **Master's Degree by Research and Thesis (UQF Level 9)** as an exit award, provided that:

- a. The candidate has completed a significant portion of original research equivalent to at least 180 credits;
- b. The submitted work meets the standards of a Master's thesis;
- c. The application is approved by the Postgraduate Studies Committee and the University Senate.

**10.2.2.2.** This exit award shall not imply completion of the PhD and must be distinctly stated as a Master's Degree by Research and Thesis.

### **10.2.3. Conditions for Exit Awards**

- a. Exit awards shall not be automatic. A student must apply for consideration, and the Senate shall grant the award based on academic evidence.
- b. Candidates must not have any unresolved disciplinary or academic integrity issues.
- c. The title of the exit award shall clearly reflect the nature and level of the achievement (e.g., “Postgraduate Diploma in Development Studies” or “Master of Arts by Thesis”).
- d. A student who receives an exit award may be re-admitted to the same or another postgraduate programme at a later date, subject to meeting the admission criteria and Senate approval.

### **10.2.4. Duration and Study Load**

10.2.4.1. The standard duration for each postgraduate programme at Ruaha Catholic University (RUCU) shall be as follows:

10.2.4.1.1. Postgraduate Diploma: Minimum duration of 1 year; maximum duration of 3 years.

10.2.4.1.2. Master’s Degree by Coursework and Dissertation:

- a. Programmes with a standard duration of 1 year shall be completed within a maximum of 3 years.
- b. Programmes with a standard duration of 1.5 years shall be completed within a maximum of 3.5 years.
- c. Programmes with a standard duration of 2 years shall be completed within a maximum of 4 years.

10.2.4.2. Master’s Degree by Thesis: Minimum duration of 2 years; maximum duration of 4 years.

10.2.4.3. Doctor of Philosophy (PhD) by Coursework and Dissertation: Minimum duration of 3 years; maximum duration of 6.5 years.

10.2.4.4. Doctor of Philosophy (PhD) by Research and Thesis: Minimum duration of 3 years; maximum duration of 7 years.

10.2.4.5. student shall register for a minimum of 60 credits per semester, unless otherwise approved by the Faculty Dean and the Directorate of Postgraduate Studies on exceptional grounds.

10.2.4.6. A student shall register for a maximum of 80 credits per semester, unless a special waiver is granted in writing by the Directorate of Postgraduate Studies, upon recommendation from the relevant Faculty.

10.2.4.7. In cases of postponement or suspension of studies due to valid and approved reasons, the deferred period shall not count in the study duration, provided that formal approval is granted by the University Senate upon recommendation of the Faculty and the Directorate of Postgraduate Studies.

## **11. Alignment of Research Topics with National and Institutional Priorities**

### **11.2. Relevance and Strategic Alignment**

11.2.1. All postgraduate research conducted at Ruaha Catholic University (RUCU) must align with national development frameworks and institutional research agendas. Specifically, research topics shall reflect priorities outlined in:

- a. National Research Priority Areas;
- b. RUCU Institutional Research Agenda;
- c. Faculty and departmental thematic areas of specialization.

### **11.3. Role of Supervisors and Academic Units**

11.3.1. Supervisors, academic departments, and faculty boards shall ensure that research topics:

11.3.1.1. Address pressing national or regional socio-economic challenges;

11.3.1.2. Advance academic knowledge and applied innovation;

11.3.1.3. Are feasible and manageable within the given timeframe and available resources;

11.3.2. Support RUCU's mission, vision, and strategic objectives.

### **11.4. Compliance with National Standards**

11.4.1. In accordance with TCU Standards 4.14 and 4.15, RUCU shall ensure that postgraduate research:

11.4.2. Is responsive to national development plans such as Tanzania's Development Vision 2025, DIRA 2050, EAC Vision 2050, AU Agenda 2063, and the Sustainable Development Goals (SDGs);

11.4.3. Meets community and industry needs through applied, transformative, and impact-driven research;

11.4.4. Enhances scholarly contribution and informs evidence-based policy and practice.

### **11.5. Research Topic Approval Process**

11.5.1. All proposed postgraduate research topics must undergo formal approval by:

11.5.1.1. The relevant Departmental Board;

11.5.1.2. The Faculty Board; and

11.5.1.3. Final verification by the Directorate of Postgraduate Studies and Research, to confirm alignment with national and institutional research priorities before proposal defense or research implementation.

### **11.6. Monitoring, Evaluation, and Reporting**

11.6.1. The Directorate of Postgraduate Studies and Research shall continuously monitor the extent to which postgraduate research aligns with national and institutional priorities. Reporting mechanisms shall include:

11.6.1.1. Analysis of the distribution of research themes across faculties;

11.6.1.2. Tracking outputs such as publications, innovations, and community interventions;

11.6.1.3. Stakeholder feedback and assessment of research utilization.

### **11.7. Research Database and Knowledge Dissemination**

11.7.1. RUCU shall maintain a central institutional repository of postgraduate research titles and outputs to:

11.7.1.1. Encourage cross-disciplinary collaboration and innovation;

11.7.1.2. Prevent duplication of research efforts;

11.7.1.3. Promote visibility of research contributions toward national and institutional goals;

11.7.1.4. Facilitate learning, accountability, and policy engagement.

## **12. Programme Evaluation and Assessment**

Programme evaluation and assessment at Ruaha Catholic University (RUCU) ensure academic quality, integrity, and compliance with national and institutional standards. This section outlines the procedures and requirements related to coursework, dissertations, theses, examinations, publications, and award processes for all postgraduate programmes.

## **12.1. Coursework Evaluation**

- 12.1.1. All postgraduate programmes by coursework and dissertation shall involve both continuous and summative assessments to evaluate theoretical knowledge, practical application, and academic progress.
- 12.1.2. Coursework assessment shall consist of Continuous Assessment (CA) and End-of-Semester/Trimester University Examinations (UE). The standard weighting is 50% CA and 50% UE unless otherwise stated in the programme curriculum.
- 12.1.3. Continuous Assessment may include assignments, tests, case analyses, presentations, practical exercises, and projects.
- 12.1.4. For postgraduate students pursuing Research and Thesis, departments may recommend and Senate may approve enrollment in selected coursework to strengthen interdisciplinary capacity and research competence.
- 12.1.5. All assessments shall be moderated internally and externally. External moderation is required for all coursework, dissertations, and theses, in accordance with TCU standards.
- 12.1.6. External examiners must be of Senior Lecturer rank or higher, affiliated with recognized institutions, and approved by the Senate.
- 12.1.7. Grading shall use the Weighted GPA system, with results truncated at one decimal place. A minimum grade of “B” is required to pass a postgraduate course.

## **12.2. Supplementary, Re-sits, and Carry-overs**

- 12.2.1. A student who fails a core or elective course but has an overall GPA of 3.0 or above may be allowed to sit for a supplementary examination, subject to curriculum provisions.
- 12.2.2. The maximum grade awarded for a passed supplementary exam shall be "B", regardless of actual performance.
- 12.2.3. A student with an overall GPA below 3.0 after the first sitting shall be discontinued from the programme in accordance with RUCU and TCU regulations.
- 12.2.4. If the GPA remains below 3.0 after supplementary exams, the student shall be discontinued.

- 12.2.5. Students who fail a core course in a supplementary attempt may carry over the course once, provided the GPA permits progression. Elective courses may not be carried over unless needed to meet graduation requirements.
- 12.2.6. Carry-over students must attend classes, complete assessments, and pay applicable tuition or examination fees. Failure in a carry-over supplementary exam leads to discontinuation.
- 12.2.7. No student shall proceed to the dissertation or thesis stage without clearing all carry-over courses, unless Senate grants an exception.
- 12.2.8. All exam results including first sitting, supplementary, and carry-overs require Senate or Chairperson of Senate approval.

### **12.3. Dissertation and Thesis Assessment**

- 12.3.1. For Master's dissertations, two examiners shall be appointed—one external and one internal. The DVCAA shall approve the nominations from the Directorate of Postgraduate Studies.
- 12.3.2. Examiners must submit reports within two months. If delayed beyond three months, new examiners shall be appointed.
- 12.3.3. Each examiner shall recommend one of the following:
  - a. Award the degree unconditionally;
  - b. Award the degree with minor revisions;
  - c. Reject but allow resubmission within six months;
  - d. Reject outright.
- 12.3.4. Disagreements between examiners shall be resolved by the Postgraduate Committee, which may recommend:
  - a. Adoption of the external examiner's view;
  - b. Appointment of an independent examiner;
  - c. Oral examination by a departmental panel.
- 12.3.5. Corrected dissertations must be submitted within three months after Senate approval.
- 12.3.6. Rejected work after resubmission shall not be accepted again.

- 12.3.7. Students who fail to submit corrected versions within the scheduled time with an error-free certificate shall be discontinued.
- 12.3.8. Appeals against Senate decisions are allowed.
- 12.3.9. To qualify for a Master's award by course work and dissertation:
- a. A student must earn a minimum of 180 credits (120 coursework, 60 dissertation);
  - b. Submit at least one manuscript intended for a peer-reviewed journal recognized by RUCU.
- 12.3.10. To qualify for a Master's award by Research and Thesis:
- a. A student must earn a minimum of 180 credits ;
  - b. Submit at least two (2) manuscript intended for a peer-reviewed journal recognized by RUCU

#### **12.4. Viva Voce Examination**

12.4.1. Viva voce is required for all PhD and Master's by thesis students. It assesses:

- Originality of the work;
- Mastery of the research field;
- Candidate's ability to address thesis weaknesses.

12.4.2. The Viva Voce Panel shall include:

- Chairperson (Senate-appointed);
- External Examiner (or representative);
- First and Second Internal Examiners (specialists);
- Supervisor;
- Head of Department.

12.4.3. Panelists unavailable for the session must submit written questions in sealed envelopes. The Dean shall nominate representatives.

12.4.4. The panel must receive thesis copies and examiner reports at least two weeks before the session.

12.4.5. The oral exam shall not exceed three hours.

12.4.6. The panel may recommend:

- a. Unconditional award;
- b. Award with minor revisions (to be submitted within three months);
- c. Award with major revisions (to be submitted within six months);
- d. Reject but allow resubmission for Master's within nine months;
- e. Complete failure.

12.4.7. The panel report, signed by all members, shall be submitted to Senate through the Director of Postgraduate Studies.

12.4.8. The corrected thesis must be accompanied by an error-free certificate signed by the supervisor.

12.4.9. Senate shall make the final decision on the PhD award.

12.4.10. Requirements for PhD award include:

- Completion of at least six semesters with 540 credits;
- Publication of one paper and submission of at least two accepted manuscripts in RUCU-recognized peer-reviewed journals.

## **12.5. Publication Requirements**

12.5.1. All postgraduate students must disseminate their research in accordance with the following publication standards:

12.5.1.1. Master's Students by Coursework and Dissertation:

12.5.1.2. Must produce at least one (1) manuscript based on research findings intended for submission to a peer-reviewed journal recognized by RUCU.

12.5.2. Master's Students by Research and Thesis:

**12.5.2.1.** Must produce at least two (2) manuscripts based on research work for submission to peer-reviewed journals recognized by RUCU.

12.5.3. Candidates by Coursework and Dissertation:

12.5.3.1. Must have at least one (1) accepted manuscript in a peer-reviewed journal recognized by RUCU before graduation.

- 12.5.4. PhD Candidates by Research and Thesis:
- 12.5.4.1. Must publish at least one (1) article; and
- 12.5.4.2. Must have at least two (2) manuscripts accepted in peer-reviewed journals recognized by RUCU.
- 12.5.5. Proof of acceptance or publication shall be submitted to the Directorate of Postgraduate Studies before clearance for graduation.

## **12.6. Presentations and Seminars**

- 12.6.1. All postgraduate students shall be required to participate in formal seminars and academic workshops as part of their training and graduation requirements.
- 12.6.2. Seminar presentations are meant to:
- a. Share research progress;
  - b. Receive academic feedback;
  - c. Demonstrate research competence;
  - d. Develop oral communication skills.
- 12.6.3. Minimum Seminar Presentations Required:
- (a) Master's Students by Coursework and Dissertation:
- One (1) during proposal stage;
  - One (1) before submission of the dissertation.
- (b) Master's Students by Research and Thesis:
- One (1) during proposal development;
  - Two (2) before submission of the thesis.
- (c) PhD Candidates (by Coursework and Dissertation or by Research and Thesis):
- One (1) during proposal development;
  - Two (2) prior to submission of the thesis for examination.
- 12.6.4. Active participation in departmental, faculty, and university-wide seminars and workshops is mandatory. Attendance records shall be maintained by Departments and the Directorate of Postgraduate Studies.

## **12.7. Final Submission and Award**

- 12.7.1. Final submission of dissertations or theses must follow corrections approved by the Senate and must include an error-free certificate signed by the supervisor.
- 12.7.2. candidate becomes eligible for graduation only after meeting the following:
  - 12.7.2.1. Accumulation of the required minimum credits;
  - 12.7.2.2. Clearance of all academic and financial obligations;
  - 12.7.2.3. Submission of bound and digital copies of final work;
  - 12.7.2.4. Approval by Senate.
- 12.7.3. Awards shall be granted in accordance with RUCU regulations and shall clearly indicate the mode of study (coursework/dissertation or research/thesis).
- 12.7.4. Students shall receive their certificates and academic transcripts only after Senate has approved their graduation.

## **13. Supervision, Monitoring, and Responsibilities**

Supervision and monitoring of postgraduate students at Ruaha Catholic University (RUCU) are vital components of ensuring academic quality, timely research progress, and adherence to ethical standards. This section outlines the responsibilities of supervisors and students, the supervision agreement process, and the tools used to track and assess research progress.

### **13.1. Supervision Agreement and Monitoring Tools**

- 13.1.1. All postgraduate students undertaking a dissertation or thesis shall be required to sign a Supervision Agreement at the beginning of the research phase. This agreement shall clarify the mutual expectations, roles, and responsibilities of the student and supervisor(s).
- 13.1.2. The Supervision Agreement shall include, but not be limited to:
  - 13.1.2.1. Frequency and scheduling of supervision meetings;
  - 13.1.2.2. Timelines and expectations for submission of research drafts;
  - 13.1.2.3. Agreed feedback response time from supervisors;
  - 13.1.2.4. Conflict resolution mechanisms and escalation pathways.
- 13.1.3. Each postgraduate student must maintain a Supervision Logbook (physical or digital) that records:
  - 13.1.3.1. Dates of all meetings and consultations;
  - 13.1.3.2. Key feedback or recommendations from the supervisor(s);
  - 13.1.3.3. Milestones achieved and challenges encountered;

- 13.1.3.4. Action items and agreed deadlines.
- 13.1.4. The Supervision Logbook shall be reviewed and signed by the supervisor at least once per month and submitted periodically to the Directorate of Postgraduate Studies as part of progress monitoring.
- 13.1.5. Failure to maintain and submit the Supervision Logbook may result in delayed approval of research progress reports, non-renewal of registration, or extension of study duration.
- 13.1.6. The Directorate of Postgraduate Studies shall provide a standardized template for both the Supervision Agreement and the Supervision Logbook. It shall also ensure capacity building and orientation for both supervisors and students on effective supervision practices.

## **13.2. Appointment and Requirements of Supervisors**

- 13.2.1. Each postgraduate student shall be assigned two supervisors.
- 13.2.2. For Master's and PhD students by Coursework and Dissertation, supervisors shall be appointed after approval of the research concept note, typically within the first year.
- 13.2.3. 11.2.3 For PhD candidates by Thesis, supervisors shall be assigned after successful participation in research methods seminars and workshops organized by the Directorate of Postgraduate Studies, and after the concept note has been presented and approved.
- 13.2.4. Supervisors must:
  - 13.2.4.1. Be active academic staff members with qualifications at least one level above the student;
  - 13.2.4.2. Possess relevant expertise and experience in the student's field of specialization;
  - 13.2.4.3. Be familiar with RUCU's Postgraduate Studies Guidelines and Policies;
  - 13.2.4.4. Be assigned considering their teaching load and administrative responsibilities, in accordance with TCU Guidelines (2019, Section 4.18, p.136).
- 13.2.5. In cases where expertise is not available within RUCU, a qualified academic from another recognized institution may be appointed as a co-supervisor. However, the internal RUCU staff shall remain the principal supervisor.

## **13.3. Duties and Responsibilities of Supervisors**

- 13.3.1. Supervisors shall adhere to the responsibilities outlined in the TCU 2023 Addendum (pp. 4-5) and RUCU research and postgraduate policies. Their duties include:
  - 13.3.1.1. Guiding students in selecting appropriate research themes and working independently;

- 13.3.1.2. Assisting students to formulate feasible research problems, identifying limitations and potential contributions early on;
- 13.3.1.3. Ensuring academic progress through continuous feedback on coursework, proposals, and drafts;
- 13.3.1.4. Maintaining accessibility and providing moral and academic support;
- 13.3.1.5. Establishing a formal research plan with agreed timelines, including regular meetings and documented consultations.
- 13.3.1.6. Ensuring student compliance with ethical standards, including plagiarism checks guided by RUCU's Research Ethics Policy (2025);
- 13.3.1.7. Observe the acceptable similarity threshold of a maximum of 30%, excluding reference lists, preliminary pages, and properly cited content;
- 13.3.1.8. Treat any originality report exceeding the 30% threshold as a potential case of plagiarism, subject to further review and possible disciplinary action
- 13.3.1.9. Reviewing and approving submissions at all stages (concept note, proposal, manuscript, dissertation, or thesis);
- 13.3.1.10. Supporting students in identifying funding opportunities for their research;
- 13.3.1.11. Monitoring progress via:
  - a. Periodic student reports;
  - b. Consultations and reviews of drafts;
- 13.3.1.12. Ensuring readiness for examination and final submission;
- 13.3.1.13. Overseeing final revisions in response to internal or external examiners, ensuring all feedback has been addressed satisfactorily.

#### **13.4. Roles and Responsibilities of Postgraduate Students**

- 13.4.1. Postgraduate students shall comply with expectations as outlined in RUCU Guidelines and the TCU 2023 Addendum to the 2019 Handbook. They shall:
  - 13.4.1.1. Familiarize themselves with RUCU's regulations, Research Ethics Policy, and other relevant institutional policies;
  - 13.4.1.2. Build deep knowledge in their chosen academic discipline;

- 13.4.1.3. Avoid plagiarism by ensuring that all submitted work—including concept notes, proposals, manuscripts, dissertations, and theses—meets RUCU’s acceptable plagiarism standards;
- 13.4.1.4. Prepare and present research documents including the Concept Note, Proposal, and Manuscripts at designated stages;
- 13.4.1.5. Attend and participate in scheduled meetings with supervisors as required;
- 13.4.1.6. 11.4.1.6 Develop a realistic work plan in agreement with supervisors, maintaining deadlines and progress milestones;
- 13.4.1.7. 11.4.1.7 Promptly raise academic or research-related issues with supervisors to enable early intervention;
- 13.4.1.8. Observe the acceptable similarity threshold of a maximum of 30%, excluding reference lists, preliminary pages, and properly cited content;
- 13.4.1.9. Submit progress reports as per the University schedule and template;
- 13.4.1.10. Submit and defend their dissertation/thesis within the stipulated duration and according to these Guidelines;
- 13.4.1.11. Prepare and submit manuscripts for peer-reviewed publication as guided by the RUCU Research Policy (2023) and in compliance with:
  - a. TCU 2019, p. 133, Sections 4.13.7 and 4.14.5;
  - b. TCU 2019, p. 135, Sections 4.15.6 and 4.16.7.

**13.5. Change of Supervisor/Termination**

- 13.5.1. RUCU shall consider change of supervisor/s following an official request by either the supervisor or supervisee under the following relevant reasons:
  - 13.5.1.1. In the event when the supervisor transfers from the university, is sick, dies or any other relevant reasons.
  - 13.5.1.2. When the supervisor due to grave and reasonable facts feels unable to continues supervising the candidate.
  - 13.5.1.3. When there are symptoms of harassment reported by either part.

- 13.5.1.4. When the candidate feels that the supervisor is not reading the work and providing feedback within the acceptable period as stipulated in these guidelines.

#### **14. Industrial Attachment and Practicum**

- 14.1. All postgraduate programmes categorized as professional degrees—such as Master of Business Administration (MBA), Master of Public Health (MPH), and Master of Education (MEd)—shall include a supervised practicum, fieldwork, or industrial attachment component as a mandatory and integral part of training and assessment.
- 14.2. The practicum or fieldwork shall:
  - 14.2.1. Be conducted in a relevant professional setting, approved by the respective academic department;
  - 14.2.2. Be supervised by both an academic supervisor and a qualified field supervisor from the host institution or organization;
  - 14.2.3. Align with the intended learning outcomes of the programme.
- 14.3. The practicum or fieldwork shall have clearly defined:
  - 14.3.1. Duration and expected time commitment;
  - 14.3.2. Learning objectives and expected competencies;
  - 14.3.3. Assessment criteria and grading structure.
- 14.4. Students shall be required to submit a formal practicum or fieldwork report, which shall:
  - 14.4.1. Be guided by a departmental template;
  - 14.4.2. Be assessed using a rubric approved by the department;
  - 14.4.3. Include feedback from both academic and field supervisors.
- 14.5. Where applicable, students may be required to present their practicum or fieldwork experiences in a departmental or faculty seminar for academic discussion and reflection.
- 14.6. Successful completion and formal assessment of the industrial attachment or practicum shall be a condition for the award of the degree, and shall contribute to the final grade and credit load of the programme as specified in the programme curriculum.

## **15. Student Support and Welfare**

Ruaha Catholic University (RUCU) is committed to providing a supportive and inclusive environment that promotes the academic, professional, and personal development of all postgraduate students.

### **15.1. Academic Support Services**

15.1.1. The Directorate of Postgraduate Studies, in collaboration with academic departments, shall ensure that all postgraduate students receive timely academic guidance and supervision throughout their studies.

15.1.2. Academic support shall include:

15.1.2.1. Orientation programmes at the beginning of each academic year;

15.1.2.2. Access to supervisors, academic advisors, and research mentors;

15.1.2.3. Regular academic workshops, research seminars, and writing clinics;

15.1.2.4. Access to digital learning platforms, e-resources, and RUCU Library services.

### **15.2. Psychosocial and Counselling Services**

15.2.1. RUCU shall provide confidential psychosocial support and professional counselling services to address mental health, emotional well-being, and other personal challenges that may affect postgraduate students' academic progress.

15.2.2. Counselling services shall be accessible through the Dean of Students' Office and shall include:

15.2.2.1. Individual counselling sessions;

15.2.2.2. Group therapy and wellness seminars;

15.2.2.3. Referral services for specialized care where necessary.

### **15.3. Financial Guidance and Support**

15.3.1. Postgraduate students shall receive financial information and advisory support, including guidance on:

15.3.1.1. Tuition payment schedules and scholarship opportunities;

15.3.1.2. Research funding sources and application procedures;

15.3.1.3. External sponsorships and grants relevant to their fields.

15.3.2. The Directorate of Postgraduate Studies shall work in collaboration with the Bursar's Office to ensure postgraduate students are updated on financial policies, deadlines, and support channels.

**15.4. Accommodation and Living Conditions**

- 15.4.1. RUCU shall facilitate suitable accommodation options either on-campus or through recognized hostels for interested postgraduate students.
- 15.4.2. The University shall promote safe and conducive living environments that support learning, privacy, and postgraduate lifestyle needs.

**15.5. Equity, Inclusion, and Special Needs Support**

- 15.5.1. RUCU upholds the principles of equity, diversity, and inclusion in its support services and learning environment.
- 15.5.2. The University shall provide reasonable accommodations for postgraduate students with disabilities or special learning needs, including:
  - 15.5.2.1. Adaptive learning resources;
  - 15.5.2.2. Accessible infrastructure;
  - 15.5.2.3. Academic support tailored to individual requirements.

**15.6. Student Engagement and Representation**

- 15.6.1. Postgraduate students shall be represented in relevant academic and administrative committees, including the Postgraduate Studies Committee.
- 15.6.2. The Directorate of Postgraduate Studies shall facilitate regular forums for student feedback, participation in decision-making, and policy consultations to ensure student welfare is prioritized.

## **16. Academic Integrity, Research Ethics, and Intellectual Property Rights**

Ruaha Catholic University (RUCU) is committed to promoting and maintaining the highest standards of academic integrity, research ethics, and protection of intellectual property in all postgraduate programmes. This commitment ensures that research and academic work are conducted with honesty, transparency, originality, and adherence to legal and institutional frameworks.

### **16.1. Academic Integrity**

- 16.1.1. All postgraduate students and academic staff must uphold the principles of academic honesty in coursework, research, and publication.
- 16.1.2. UCU prohibits and penalizes all forms of academic dishonesty, including but not limited to:
  - 16.1.2.1. Plagiarism;
  - 16.1.2.2. Ghost authorship;
  - 16.1.2.3. Data fabrication and falsification;
  - 16.1.2.4. Unauthorized collaboration;
  - 16.1.2.5. Collusion in academic writing and research.
- 16.1.3. All postgraduate students shall sign a declaration committing to academic integrity at the commencement of their studies.
- 16.1.4. All dissertations, theses, and research reports must be submitted with a plagiarism report generated by approved plagiarism detection software. The plagiarism report shall be submitted alongside the final work to the Directorate of Postgraduate Studies.
- 16.1.5. Any breach of academic integrity shall result in disciplinary action in accordance with the RUCU Rules and Regulations. Penalties may include:
  - a. Rejection of submitted work,
  - b. Suspension or expulsion,
  - c. Withholding or withdrawal of awarded degrees,
  - d. Legal recourse where applicable.

### **16.2. Research Ethics**

- 16.2.1. All research activities at RUCU must comply with national and international ethical standards, as well as the RUCU Research Ethics Policy (2025).
- 16.2.2. Students and staff involved in research must:
  - 16.2.2.1. Seek ethical clearance for research involving human participants, animals, or sensitive data;

- 16.2.2.2. Sign a commitment to adhere to RUCU’s research ethics and conduct guidelines;
- 16.2.2.3. Undergo training in research ethics, responsible research conduct, and professional behaviour.
- 16.2.3. The Directorate of Postgraduate Studies, in collaboration with the RUCU Research Ethics Committee, shall oversee compliance and enforcement of research ethics across all faculties.
- 16.2.4. Failure to adhere to ethical research standards may lead to academic penalties or legal action depending on the severity of the violation.

**16.3. Intellectual Property Rights (IPR)**

- 16.3.1. All postgraduate students shall sign a declaration acknowledging that research conducted during their studentship shall be the intellectual property of Ruaha Catholic University.
- 16.3.2. The ownership, protection, and commercial use of research outputs shall be governed by:
  - 16.3.2.1. The RUCU Intellectual Property Policy (2018),
  - 16.3.2.2. The RUCU Research Ethics Policy (2025),
  - 16.3.2.3. The Patents Act, Cap 217 [R.E. 2002], and
  - 16.3.2.4. Other applicable national and international legal instruments.
- 16.3.3. The declaration shall prohibit reproduction or distribution of research outputs without the written permission of the Directorate of Postgraduate Studies, except for limited extracts permitted under fair use, including:
  - 16.3.3.1. Private study,
  - 16.3.3.2. Critical scholarly review,
  - 16.3.3.3. Academic citation with proper acknowledgement.
- 16.3.4. RUCU shall:
  - 16.3.4.1. Provide clear guidance on authorship, copyright, and patenting;
  - 16.3.4.2. Promote protection and ethical use of innovations and research outputs;
  - 16.3.4.3. Facilitate commercialization opportunities, where applicable, for innovations generated within the University.

## **17. Conflict Resolution, Disciplinary Measures, and Appeals**

Ruaha Catholic University (RUCU) is committed to maintaining a supportive, ethical, and respectful academic environment. This section outlines procedures for resolving conflicts during postgraduate supervision, addressing disciplinary matters, and handling complaints and appeals.

### **17.1. Conflict Resolution During Supervision**

- 17.1.1. Conflicts may arise during the supervision process due to reasons such as:
  - 17.1.1.1. Communication breakdown between supervisor and supervisee;
  - 17.1.1.2. Misunderstandings regarding roles, expectations, or feedback;
  - 17.1.1.3. Unforeseen conflicts of interest or strained personal relations.
- 17.1.2. When such conflicts occur, either party (supervisor or student) must report the issue in writing to the Head of Department (HoD), with copies to the Dean of the Faculty and the Director of Postgraduate Studies.
- 17.1.3. Upon receiving the report, the HoD shall:
  - 17.1.3.1. Review the case thoroughly;
  - 17.1.3.2. Consult with both parties to understand the underlying issue;
  - 17.1.3.3. Recommend one or more of the following actions:
    - a) Issue a written warning to the student if found at fault;
    - b) Re-assign the student to a different supervisor, where feasible;
    - c) Alert the supervisor to observed shortcomings; the HoD may either allow continuation or recommend reassignment, depending on the severity;
    - d) Establish an advisory team to support the student if no alternative supervisor is available within the department;
    - e) Recommend further action, including disciplinary proceedings, if warranted by the circumstances.
- 17.1.4. resolutions shall be documented and communicated to the Director of Postgraduate Studies for monitoring and recordkeeping.

### **17.2. Disciplinary Measures Related to Academic Misconduct**

- 17.2.1. RUCU maintains a zero-tolerance policy on academic misconduct, including plagiarism, fabrication of data, and other dishonest practices.
- 17.2.2. If a postgraduate student is found to have committed academic misconduct, including the submission of plagiarized work, the matter shall be referred to the University Disciplinary Committee.

- 17.2.3. Disciplinary measures shall be proportionate to the severity of the offence. Sanctions may include:
  - 17.1.4.1. Rejection of the submitted work;
  - 17.1.4.2. Suspension of registration;
  - 17.1.4.3. Discontinuation from studies (for severe offences such as high-level plagiarism or cheating);
  - 17.1.4.4. Withdrawal of awarded qualifications, where applicable.

### **17.3. Handling of Complaints and Appeals**

- 17.3.1. RUCU guarantees all postgraduate students the right to lodge academic and non-academic complaints or appeals through transparent, fair, and accessible mechanisms.
- 17.3.2. The University shall maintain distinct procedures for:
  - 17.3.2.1. Academic appeals (e.g., regarding supervision, assessment, or progression);
  - 17.3.2.2. Non-academic complaints (e.g., service delivery, discrimination, or harassment);
  - 17.3.2.3. Disciplinary appeals related to academic or ethical misconduct.
- 17.3.3. Acceptable grounds for appeal or complaint include:
  - 17.3.3.1. Alleged unfair grading or academic treatment;
  - 17.3.3.2. Procedural irregularities in assessments;
  - 17.3.3.3. Breaches of RUCU policies or supervision agreements.
- 17.3.4. The appeals process shall adhere to the following principles:
  - 17.3.4.1. Accessibility: Clear communication through orientation, handbooks, and university platforms;
  - 17.3.4.2. Timeliness: Complaints and appeals resolved within a specified and reasonable timeframe;
  - 17.3.4.3. Fairness: Objective handling without bias or retaliation;
  - 17.3.4.4. Confidentiality: Protection of identities and details of all involved parties.
- 17.3.5. The Directorate of Postgraduate Studies, in coordination with relevant academic units, shall:
  - 17.3.5.1. Guide students through the appeals process;
  - 17.3.5.2. Maintain comprehensive records;
  - 17.3.5.3. Recommend corrective actions where appropriate.
- 17.3.6. Final decisions on academic matters rest with the University Senate, based on recommendations from the Postgraduate Studies Committee. Non-academic complaints shall follow the RUCU Grievance Redress Mechanism.

**18. Internationalization of Postgraduate Training**

Ruaha Catholic University (RUCU) is committed to advancing the internationalization of postgraduate education by aligning its programmes with global academic standards while remaining responsive to national development priorities. Internationalization shall be reflected through the following approaches:

- a. Adoption of global best practices in delivery modes, including blended, online, and collaborative teaching;
- b. Design of student workload and learning outcomes according to internationally accepted benchmarks;
- c. Compatibility of credit accumulation and transfer systems (CAT) to enhance academic mobility and recognition;
- d. Structuring of academic calendars and courses to support student and staff exchange and joint degrees with international partners.
- e. All postgraduate curricula shall:
  1. Meet international quality standards in teaching, content, and assessment;
  2. Integrate global perspectives and comparative scholarship relevant to each discipline;
  3. Foster interdisciplinary and cross-border research collaborations.
- f. RUCU shall actively promote student and staff mobility through:
  - i. Joint research initiatives;
  - ii. Academic partnerships;
  - iii. Co-supervision of theses/dissertations;
  - iv. Participation in international workshops, conferences, and consortia.
- g. While promoting internationalization, RUCU shall maintain compliance with the national standards set by the Tanzania Commission for Universities (TCU) and ensure contextualization of foreign academic inputs to suit the local academic and societal environment.

## **19. Withholding or Revocation of an Award**

19.1. RUCU reserves the right to withhold or revoke any postgraduate degree or award conferred under false or unethical pretenses.

19.2. Grounds for withholding or revocation may include:

19.2.1. Plagiarism, fabrication, falsification of research data, or other academic misconduct;

19.2.2. Submission of fraudulent admission or registration documents;

19.2.3. Misrepresentation of authorship or findings;

19.2.4. Breach of examination or research regulations;

19.2.5. Any other proven unethical or illegal conduct that undermines the integrity of the award.

19.3 Affected individuals shall be:

19.3.1 Notified in writing of the allegations;

19.3.2 Given an opportunity to respond through a fair disciplinary process in line with RUCU's statutes.

19.4 The process of withholding or revocation shall include:

19.4.1. Investigation initiated by the Directorate of Postgraduate Studies or Faculty;

19.4.2. Review and recommendation by the Postgraduate Studies Committee and University Legal Counsel;

19.4.3. Final decision by the Senate, after thorough review of evidence and procedures.

19.5 If an award is revoked, RUCU shall:

19.5.1. Update all relevant academic records internally and externally;

19.5.2. Notify national regulatory bodies such as the TCU;

## **20. Readmission Procedures**

### **20.1. Readmission After Exit with Award**

- 20.1.1. postgraduate student who exited and was awarded an exit qualification may be considered for re-admission into the same programme, subject to the following:
- 20.1.1.1. The exit occurred within the last three (3) years;
  - 20.1.1.2. The applicant meets current admission criteria;
  - 20.1.1.3. Previously earned credits remain valid and relevant;
- 20.1.2. Approval is granted by the Faculty Board, Directorate of Postgraduate Studies, and Senate.
- 20.1.3. No exemptions from core courses shall be granted unless approved by the Faculty Board and Senate.

### **20.2. Readmission After Discontinuation**

- 20.2.1. A student discontinued on academic or disciplinary grounds may be considered for readmission into the same or different postgraduate programme, subject to the following:

#### **a) Cooling-off Period:**

A minimum of one academic year must pass after discontinuation.

#### **b) Formal Application:**

The applicant must submit a written re-admission request with:

- Explanation of previous discontinuation,
- Evidence of readiness or rehabilitation.

#### **c) Review Process:**

The request shall be:

- Evaluated by the Department and Faculty Board,
- Recommended to the Directorate of Postgraduate Studies.

#### **d) Senate Approval:**

Final re-admission decisions shall rest with the Senate upon recommendation of the Postgraduate Studies Committee.

#### **e) Conditions of Re-admission:**

- No automatic credit transfers unless approved;
- Re-admitted students must follow current curricula and policies;
- The student shall declare readiness to study under revised programme guidelines;
- The student shall be placed on academic probation;
- Any further academic or disciplinary failure shall result in permanent exclusion from postgraduate studies at RUCU.

## **21. Transitional Provisions**

**21.1.** These Guidelines shall come into effect on the date approved by the Senate of Ruaha Catholic University (RUCU) and shall apply to all postgraduate students enrolled thereafter.

21.2. For students admitted prior to the enactment of these Guidelines:

21.2.1. They shall continue to be governed by the postgraduate policies and regulations in force at the time of their admission, unless otherwise specified by Senate;

21.2.2. Where changes introduced in these Guidelines are deemed beneficial and not in conflict with existing policies, students may opt to adopt the new provisions, subject to approval by the Directorate of Postgraduate Studies;

21.2.3. Any adjustments to programme structure, duration, or assessment must be approved by the relevant Faculty Board and the Senate.

21.3. Academic staff and supervisors shall be oriented on the new Guidelines to ensure effective implementation and institutional compliance.

21.4. Faculties and Schools shall update their internal procedures, handbooks, and curriculum documentation to align with these Guidelines within six (6) months of their enactment.

## **22. Implementation, Review, and Amendment**

22.1. The Directorate of Postgraduate Studies, in collaboration with Faculties, Schools, and Institutes, shall be responsible for overseeing the implementation of these Guidelines.

22.2. All academic units offering postgraduate training shall ensure that their programmes, regulations, and operational practices align with these Guidelines.

22.3. These Guidelines shall be:

22.3.1. Reviewed at least once every five (5) years to ensure consistency with national and international higher education standards;

22.3.2. Updated as necessary to accommodate changes in policy, regulatory frameworks, or institutional priorities.

22.4. Proposals for amendment may originate from:

22.4.1. The Directorate of Postgraduate Studies;

22.4.1. Faculty Boards;

22.4.2. The University Senate;

22.4.3. External regulatory bodies such as the Tanzania Commission for Universities (TCU).

22.5. Any amendments shall undergo:

22.5.1. Review and endorsement by the Postgraduate Studies Committee;

22.5.2. Approval by the Senate;

22.5.3. Communication to all relevant stakeholders through official circulars and updates to the RUCU website and student handbooks.

## **Appendix 1 (A) : Preparation and Presentation of Dissertations and Theses**

### **1. Manuscript Preparation**

#### **1.1 Typing**

1.1.1 The thesis/dissertation must be printed on good quality A4 paper. This is to ensure clear copies. Typing must be double-spaced and on one side of the paper only.

1.1.2 Except on the title page, fonts should be 12 points (Time, New Times Roman or Cg Times).

#### **1.2 Pagination**

1.2.1 Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals (“i”, “ii”, “iii”, etc.) beginning with the title page.

1.2.2 Number the pages of the body of the thesis/dissertation in Arabic numerals (“1”, “2”, “3”, etc.) consecutively throughout.

1.2.3 The page numbers should appear just below the centre of the lower margin.

**1.3 Language** Use British English instead of American English. Example: *organisation (British)* and *organization (American)*, *co-operative (British)* and *cooperative (American)*; *Inventory (British)* and *Stock (American)*, *centre (British)* and *center (American)*, etc.

#### **1.4 Margins**

1.4.1 The left-hand margin must be 4.0 cm from the left edge of the paper.

1.4.2 The right-hand margin must be 2.5 cm from the right edge.

1.4.3 The top margin must be 4.0 cm from the top of the page.

1.4.4 The bottom margin must be 2.5 cm from the edge of the paper.

## **1.5 Front and Title pages**

The front (title) page must be arranged as follows:

1.5.1 Write the main title of the thesis/dissertation in CAPITAL (well-indented, centered) in 14 points bold fonts. A sub title should be in Capital and Small letters.

1.5.2 Insert your name at the centre of the page. The name should be in Capital and Small letters, 12 points bold.

1.5.3 Insert the following words; “**A Dissertation/Thesis** (whichever is appropriate) **Submitted in Partial Fulfillment** (for dissertations) **or in Fulfillment** (for theses) **of the Requirements for the Degree of** (insert name of degree) **of Ruaha Catholic University;**” give the date (Month and Year) of completion of the thesis/dissertation (the year when the final corrections to the thesis/dissertation were made).

## **1.6 Figures, diagrams, graphs, charts, illustrations, and photographs**

Figures can be maps, pie charts, hand drawings, bar graphs and so on. They should be numbered and labelled in the same way as tables (i.e. Figure 1: ....), with their sources and all other elaborations placed at the bottom of the respective figures.

Photographs should be numbered as Plate 1..... and so on.

## **1.7 Citation and Referencing**

American Psychological Association (APA) style.

## **1.8 Equations**

Equations have to be numbered consecutively throughout the text as follows:

**Example 1:**

$$TC_i = \beta X_i + \varepsilon_i \quad i = 1, \dots, N. \quad (1)$$

**Example 2:**

$$AI_i = \left( \frac{\sum_j x_{ij}}{X_m} \right) \quad (i = 1, 2, \dots, x; j = 1, 2, \dots, m) \quad (2)$$

## 1.9 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 sign again).

## 1.10 Declaration by the Candidate and Statement of Copyright

### 1.10.1 Declaration

Every thesis/dissertation submitted for a higher degree of Ruaha Catholic University 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.

### 1.10.2 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 enactment, in that behalf, on intellectual property. It may not be reproduced by any means, in full or 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 Ruaha Catholic University.

## 1.3 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.

## **1.4 Dedication (if any)**

## **1.5 Abstract**

This should be concise but comprehensive. It should be on one page only. The essential points of the thesis/dissertation, the important results achieved and conclusion reached are summarized here.

## **1.6 Table of Contents**

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

## **1.7 Body of Thesis/Dissertation**

- 1.7.1 Table, 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.
- 1.7.2 The text should contain a comprehensive Introduction and Literature Review; a Statement of the Research Problem; Objectives and Hypotheses (or Research Questions); details of the Methods used in the research, description and statistical analysis of the Research data; Discussion of the Results conclusions and recommendations.
- 1.7.3 All dissertations shall comprise of at least **six chapters** as follows:  
Chapter One: Introduction  
Chapter Two: Literature Review  
Chapter Three: Research Methodology,  
Chapter Four: Presentation of Findings  
Chapter Five: Discussion of the Findings  
Chapter Six: Conclusion, Implications and  
Recommendations
- 1.7.4 Each new chapter should begin on a new page

## **1.8 Literature Citation**

- 1.8.1 All the literature cited in the text must be arranged in alphabetical order at the end of the thesis/dissertation, beginning with the author's surname.
- 1.8.2 Details on the year of publication of the work cited, the title of the work, the pages, the publisher, etc. must be given.

- 1.8.3 Departments may vary in the way they would like the literature cited, but there should be consistency in each case, and students should consult their supervisors on this.

## **2. Page Limits for Dissertations and Theses**

- 2.1 Masters dissertations: 120 pages but not less than 100 pages with a tolerance of 10% above this limit, appendices excluded.
- 2.2 Masters theses: 150 pages but not less than 120 pages with a tolerance of 10% above this limit; appendices excluded included.
- 2.3 PhD dissertations: 250 pages but not less than 200 pages with a tolerance of 10% above this limit appendices excluded.
- 2.4 PhD theses: 350 pages but not less than 300 pages with a tolerance of 10% above this limit; appendices excluded.
- 2.5 Under very special circumstances, limits exceeding those set above may be allowed, if approved by the Senate, with reasons for exceeding the limits clearly stated

## **3. Initial Submission**

The initial copies of the thesis or dissertation (4 copies for Master's candidates and 6 copies for PhD's) submitted for examination, should be in loosely bound form.

## **4. Final Submission**

- 4.1 After satisfactorily completing all the corrections recommended by examiners, the candidates shall submit four (for Master's) or six copies (for PhD) of fully bound theses/dissertations to the Department.
- 4.2 Each copy shall be bound black.
- 4.3 The spine shall be embossed in gold, bearing:
  - 4.3.1 The surname and initial(s) of candidate;
  - 4.3.2 The degree for which the thesis/dissertation has been submitted; and
  - 4.3.3 The year of degree award.
- 4.4 The writing on the spine shall read from the bottom to top.
- 4.5 The title of the work shall be printed in bold letters on the front cover of the bound volume.
- 4.6 Additional advice on the binding should be sought from the Directorate of Postgraduate Studies, Ruaha Catholic University

## Appendix 2: Guidelines for Preparing a Concept Paper

1. **INTRODUCTION:** Briefly explain the area of your interest, justify its importance in three paragraphs.
2. **STATEMENT OF THE PROBLEM:** In two paragraphs briefly state the problem you intent to research on and its magnitude through statistics or citation. The problem your intent to research on can be” theoretical” or “practical”
3. **STATE THE OBJECTIVES:** Questions or hypotheses (the questions should in harmony with the objectives-not more than six questions.)
4. **LITERATURE REVIEW:** two to three pages. Review the current literature related to your study topic/problem-be up to date in searching for the information, use journals, dissertations etc
5. **METHODOLOGY:** Briefly state the methodology-including the research paradigm (qualitative, quantitative or both)
6. **REFERENCES:** All the citations in your text should be referenced based on the American Psychological Association (APA)

## **Appendix 2 (A): Guidelines for Preparing a Research Proposal (for Faculties apart from Faculty of Law)**

### **CHAPTER ONE: INTRODUCTION AND BACKGROUND OF THE STUDY**

#### **1.2 Title**

Give a title to the thesis problem. The title should be concise and clear. From the title, the reader should be able to state the question to be answered and the objectives to be pursued. It should be part of RUCU research agenda and the national research agenda.

#### **1.3 Background to the Study**

This is a section where the student defines the context of the study by providing a brief theoretical attempts and findings related to the study in question. A brief explanation is given indicating how a particular problem has come about and why it is a problem.

A dissertation/thesis proposal should contain an Introduction Section which gives background information and a setting to the problem of proposed research. It is in this section where the candidate comprehensively reviews the literature pertaining to the problem to show what other people have published on the problem (citing specific authors where appropriate), what gaps of knowledge still exists, and what additional research needs to be done. It is in this section where the candidate demonstrates his/her mastery of the theoretical subject matter in the thesis research area, and where he/she presents a statement of the hypotheses/research questions to be tested in the proposed research.

**Points to note:** The background information about the study for a thesis/dissertation should also include a review of the **area or organization** being researched, to tell about the real issues that have motivated the candidate to choose it as a case for study.

Students should adopt the “funnel” structure where the broad theoretical discussions occur first and then narrow down to end up with the national or local environment. With most standard published academic reports they would begin first by exploring what has been the development in research in this particular field and theme, in the world at large, then in the continent (say Africa) and finally in the nation (in Tanzania in particular) where the research is being undertaken as a case study. There is also need to develop gripping background information that may capture the readers’ attention

#### **1.3 Statement of the Problem**

In this section the problem is to be identified or delineated. A theoretical definition of the problem is given showing the dimensions and boundaries of the research activity to be undertaken. Knowledge gap is indicated against similar studies which have previously been undertaken in the subject area.

**Points to Note:** Students should be a little more cautious and make purposeful attempts to underscore the main facts and support them with literature, then discuss those experiences and build arguments that may justify the issues taken aboard for further investigation in an effort of establishing well built contexts of the problem. Students should ensure that any argument be supported by empirical evidence.

#### **1.4 Research Objectives**

Research Specific Objectives and Research Questions or Hypotheses

Here the general purpose of the study is stated as clearly as possible. The general purpose should emphasize the practical the practical outcomes of the study. In the light of the general purpose/objective of the study, the student should be in a position to state the specific objectives to be investigated. These are to focus on the components of the general objective. Care is needed in the listing of the specific objectives and where possible this is to be limited to maximum of about 5 of them which can easily be investigated upon. Specific objectives should be stated with action word “to” or “doing” verb ending with exploring, evaluating, assessing, investigating as the case may be.

#### **1.5 Research Questions/ Hypothesis**

On the basis of the specific objectives stated, this calls for the formulation of research questions which have to be answered / investigated. The research questions would normally lead into the formulation of questionnaires or interview guide as the case would be.

Hypotheses are normally specific predictions about the nature and direction of the relationship between two or more variables. The stated hypotheses should in the long run qualify/disqualify the research questions stated. Hypotheses in the final writing for the research report will be subjected to statistical test so as to ascertain their degree of acceptance.

#### **1.6 Significance of the Study**

The candidate must be in a position to show/indicate why the study is significant and as such it is worth researching up. What kind of frontiers of knowledge is the study likely to capture? What expected benefits is the study likely to show.

#### **1.7 Scope and Context of the Study**

Here limitations of the study in terms of say: population sample, geographical coverage is to be stated. The limitations so stated should enable the reader of the report make generalizations in respect

of the findings. The scope of the study will be guided by research objectives and background of the study.

## **1.8 Structure of the Thesis/Dissertation**

Students are to provide a summary of what was included in chapter one and what will be included in the proceeding chapters

## **2.0 CHAPTER TWO: LITERATURE REVIEW**

This chapter represents literature review related to his study. It includes relevant theories and empirical studies and findings done by other researchers on the **subject** are presented. Conceptual framework or other models as deployed by other researchers are to be cited here.

It includes historical overview, varying schools of thought regarding the problem, recent empirical studies and their results, any research gaps and how the intended study is adding up to new knowledge and the major concepts, dimensions or factors to be important to the problem under study.

### **2.1 Introduction**

An over view of what the chapter is about and what it will contain

### **2.2 Conceptualization of Variables**

In this section, terms and variables will be defined as will be used in the study.

### **2.3 Theoretical Framework**

Theories guiding the study will be explained. Students should briefly explain what that chosen theory is and how it will be guide the study. A main and supporting theory will be sufficient for a masters' dissertation but for PhD more may be needed depending on the specific objectives.

### **2.4 Empirical Literature Review**

This is a critical review of empirical studies done on the topic.

First, a student should start surveying the literature early enough (**as early as 9 months before**) so that he/she does not pressure himself/herself when the duration of doing research and writing the report is just too short.

Second, to make it clear to most readers of academic research, students should adopt the following structure in presenting ‘**Literature on Empirical studies**’:

- what the study was all about,
- The methodologies and techniques used to collect data and analyze data,
- Main findings from the study and the major implications of the findings,
- Major conclusions that were made,
- What is new in the current study that it tries to accomplish or add value to the theory development or any other phenomena?

**NB:** The main purpose of doing this is to try and establish the gap in knowledge that this study is attempting to fill-in.

### **1.5 Research Gap**

Truly, it is a summary of summaries (on the empirical reviews) but there is a need to be clear on what is going to be taken aboard currently by the researchers for further investigation and they should also provide some justification of choosing those elements or variables to be included in their current research studies. If there is any proposed change in terms of methodology, the student should argue which methodology and why.

### **1.6 Conceptual Framework**

Several conceptual frameworks by most postgraduate students are simple (having about 3 independent variables and one dependent variable). Academic postgraduate research must be broad enough to prove that it is a higher level research study. We emphasize that in setting-up a conceptual framework students should develop comprehensive models of studies with the main constructs (main variables) that include the indicators (the measured variables).

### **1.7 Development of Hypotheses (For quantitative studies)**

These should be developed from the specific objectives and the conceptual framework

### **1.8 Chapter Summary**

This section should summarize all that has been covered in chapter two but simple writing the titles of the various sections covered.

## **3.0 CHAPTER THREE: METHODOLOGY**

This chapter usually represents the research methodology which includes: research design, research approach and research paradigm. It follows indicates the area of study, population, sample and sampling procedure and finds the data analysis plan. This chapter also includes the ethical consideration.

### **3.1 Introduction**

An overview of what methodology is and what will be covered in the chapter.

### **3.2 Research Paradigm/Philosophy**

This deals with the philosophy which underpins a particular research. While there are many different research philosophies a student can at least adopt, one of the three most popular ones including positivism, post-positivism and interpretivism. Each of the philosophy is suitable for a different sort of study, and each involves different assumptions about the world (ontology), how we know about the world (epistemology) and the nature of knowledge.

### **3.3 Research Approach**

Whichever approach is chosen, reasons have to be given why a particular approach was chosen and not another.

### **3.3 Study Area**

Apart from mentioning where the study will be carried out, mention the reasons why this study area was chosen.

### **3.4 Research Design**

Depending of the type of study and research approach used, the design could be exploratory, explanatory, descriptive, causal, etc

### **3.5 Population and Sampling Design**

Students should know the population and the sampling design that will be used to get the required sample

### **3.6 Sampling Procedure and Sample Size**

In statistics, a **sampling frame** is the source material or device from which a sample is drawn. It is a list of all those within a population who can be sampled, and may include individuals, households or institutions. In many practical situations the frame is a matter of choice to the survey planner, and sometimes a critical one. Some very important investigations are not undertaken at all because of the lack of an apparent frame; others, because of faulty frames, have ended in a disaster or in cloud of doubt.

### **3.7 Data Collection Methods**

Specify the data collection instrument whether the study is qualitative or quantitative. Questionnaires, interviews, focus group discussions, documentation, observation etc

### **3.8 Model and Specification**

$$Y = B_0 + B_1X_1 + B_2X_2 + B_3X_3 + e$$

### **3.9 Validity and Reliability**

Depending on the type of study explain how validity and reliability will be ensured in study be it qualitative or quantitative studies

### **3.10 Data Management and Analysis**

Students should explain in detail how data will be analyzed, but qualitative and quantitative data

### **3.11 Ethical Considerations**

How will ethical issues be tackled in the study? No textbook explanations, students should show that they understand the importance of ethical issues in research

### **3.12 Chapter Summary**

A summary of all the sections covered in the chapter

## **4. REFERENCES**

At the end of the applicant's Research Proposal, students should have a section listing all the references cited in the text. The references should be presented in APA format.

## **APPENDIX 2 (B): FACULTY OF LAW PROPOSAL STRUCTURE**

1. Background to the Problem
2. Statement of the Problem
3. Literature Review
4. Hypothesis
5. Objectives of the Research
6. Significance of the Research
7. Research Methodology
8. Scope and Limitations

### **1. Background to the Problem**

The relevant information needed to understand the legal problem. This can include, but is not limited to:

- History of the relevant law
- Case law
- Meaning of the concepts
- Social context
- Practical examples of the problem with the law

### **2. Statement of the Problem**

- Maximum 1-1.5 pages long
- States:
  - a) the problem with the law,
  - b) examples of how it affects the community (proof that a problem exists)
  - c) and what exactly the student will research

### **3. Literature Review**

- Purpose of the literature review is to show that the research is original
- Academic literature relating to the problem ie: books and articles; not case law, statutes, or reports. Literature should be specific.
- Critical evaluation / critique of each book or article:
  - What the work is about
  - What is positive / what can be learnt from the work
  - What is missing and shows a gap that the research will fill

### **4. Hypothesis**

- It's an assumption, supposition, a predictive or provision statement that is capable of being objectively verified and empirically tested by scientific methods.

- It should be short, clear, testable and unambiguous
- There are two ways to formulate a hypothesis:
  - a. Speculation: It seems / appears that the Law of Marriage Act promotes gender-based inequality.
  - b. Straight-forward assertion: The Law of Marriage Act promotes gender-based inequality.

### **5. Objectives of the Study**

There should be one main objective and at least two-three specific objectives. The main objective states the aim of the whole research while the specific objectives break up the main objectives into specific tasks.

Strong verbs should be used to show the action the student intends to take. These may include “asses, analyze, evaluate, criticize, examine, compare, interpret, e.t.c”

### **6. Significance of the Study**

The student should explain the importance of the research and its positive impact on others; for example, government, academicians, students etc.

### **7. Research Methodology**

This should highlight the following:

- Research Design
- Sampling and Sample Size
- Research Methods
- Data Analysis
- Research Ethics

It is important to justify choice of methodology.

### **8. Scope and Limitation**

The scope of the research is the area covered in the research: this can be both geographical and legal.

The limitations are the challenges faced by the student during research and how these were overcome.

Cover Pages for Faculty of Business and Management Sciences

## Appendix 2(a): Front/Cover Page

### **ASSESSMENT OF THE EFFECT OF ONLINE PAYMENT SYSTEM ON ORGANIZATION PERFORMANCE**

**Matembo Mpiganaji**

**Master of Business Administration Dissertation**

**Ruaha Catholic University**

**June, 2024**

**Appendix 2 (b): Title Page**

**ASSESSMENT OF THE EFFECT OF ONLINE PAYMENT SYSTEM ON ORGANIZATION  
PERFORMANCE**

**Matembo Mpiganaji**

**A Dissertation Submitted to the Faculty of Business and Management Sciences in Partial  
Fulfillment of the Requirement for the Award of the Degree of Master of Business  
Administration of Ruaha Catholic University**

**June, 2024**

**Appendix 3: Evaluation Form for Dissertation/Thesis**

Name of the Candidate: .....

Degree registered for: ... ..

Faculty: .....

Dissertation title: .....

.....

S/N	EXAMINER'S RECOMMENDATION	Tick (v)
1.	Thesis/dissertation PASSED AS IT IS (no revisions or typographical corrections required).	
2.	PASSED SUBJECT TO typographical corrections and other minor changes (list the errors/changes on separate sheet).	
3.	PASSED SUBJECT TO substantial corrections and revisions as indicated in the examination report.	
4.	NOT ACCEPTED BUT MAY BE RE-SUBMITTED After one or more of the following. Please tick: Additional data collection <input type="checkbox"/> Additional analysis <input type="checkbox"/> Additional literature review <input type="checkbox"/> Re-writing <input type="checkbox"/> Others (specify on separate sheet)	
5.	ACCEPT FOR UPGRADING AS PER RECOMMENDATIONS CONTAINED IN ENCLOSED REPORT.	
6.	Thesis/Dissertation REJECTED OUTRIGHT (specify reasons on separate sheet).	

**Additional Comments:**

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

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

Name of examiner: .....

Signature: .....

Date: .....

This form must be returned to the Department and copied to the Director of Postgraduate and the Faculty.

**Appendix 4: Notice of Intention to Submit a Thesis/Dissertation and Examination Arrangements**

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

- 1. Full Name .....
- 2. Registration No.: .....
- 3. Department: .....
- 4. Faculty: .....
- 5. Programme : .....
- 6. Title of thesis/dissertation: .....
- 7. Name(s) of Supervisor(s): .....
- 8. I hereby declare that I have completed my thesis/dissertation, and intend to submit my thesis/dissertation within the coming three months.

Date: ..... Signature of candidate: .....

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

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

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

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

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

(a) Potential External Examiners

Name: .....

Affiliation: .....

Postal Address: .....

Tel. No.: ..... Fax No.: .....

E-mail: .....

Curriculum Vitae: Attached

Not Attached

Name: .....  
Affiliation: .....  
Postal Address: .....  
Tel. No.: ..... Fax No.: .....  
E-mail: .....  
Curriculum Vitae: Attached   
Not Attached

(b) Proposed Internal Examiners

Name: .....  
Affiliation: .....  
Postal Address: .....  
Tel. No.: ..... Fax No.: .....  
E-mail: .....

Name: .....  
Affiliation: .....  
Postal Address: .....  
Tel. No.: ..... Fax No.: .....  
WhatsApp No. ....  
E-mail: .....

Curriculum Vitae: Attached   
Not Attached

**SECTION D: TO BE COMPLETED BY DEAN OF FACULTY**

- a. The proposed examiners above have been approved by the Faculty Board.
- b. After consultation with the Head of Department and Faculty Board, I recommend that the following be appointed to serve as viva voce panelists (for thesis examination only):

S/No.	PANEL MEMBERS	DESIGNATION
1		Chairperson
2		External Examiner or Representative
3		Supervisor
4		Moderator

5		Nominee of Dean
6		Nominee of Head of Department
7		Co-opted Member (if relevant)
8		Co-opted Member (if Relevant)

In anticipation of the fact that the candidate will submit his/her thesis/dissertation within one/three month(s) 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: .....

**SECTION E: TO BE FILLED BY THE SENATE**

Please Tick:

<input type="checkbox"/>	The examination arrangements hereby are complete and approved.
<input type="checkbox"/>	The examination arrangements are not complete for the reasons stated below, and are hereby referred back to the Faculty

The following items are missing or incomplete:

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

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

**Appendix 5: Correction Chart**

**RUAHA CATHOLIC UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES  
GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES**

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**CORRECTION CHART**

**Student's Name** ..... **Reg. No.**.....

**Supervisor's Name** .....

**Programme**.....(e.g. MED, MBA, LLM, MFIIM)

**Research Title** .....

.....

SN	Correction/comment suggested	Implementation of suggested comments**

---

I, ..... (student's full name), hereby confirm that I have worked on all the corrections/comments as suggested by the panel/internal examiner/external examiner.

\*\* (Students to indicate clearly in their proposal/dissertation/thesis how they have incorporated the corrections/comments suggested from the panel/internal examiner/external examiner by indicating the section and page number(s) where such correction(s) can be tracked)

---

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

The supervisor confirms that he/she has read the corrections made by the student and hereby recommends for acceptance the proposal/dissertation/thesis for the next stage.

**Correction Chart (Continued)**

Supervisor's signature.....Date.....

---

The Departmental Postgraduate Committee recommends that the student be allowed to continue to the next stage after working on all the corrections/comments raised by the panel/internal examiner/external examiner.

Chairperson Signature .....Date.....

---

The Faculty Postgraduate Committee recommends that the student be allowed to continue to the next stage after working on all the corrections/comments raised by the panel/internal examiner/external examiner.

**Chairperson's Signature.....Date.....**

---

The University Postgraduate Committee has approved the proposal/dissertation/thesis for the next stage after receiving recommendations from the supervisor, departmental Postgraduate Committee and Faculty Postgraduate Committee.

**Director's Signature.....Date.....**

---

**Appendix 6: Research Supervision Tracking Form**

**RUAHA CATHOLIC UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES  
GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES**

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**RESEARCH SUPERVISION TRACKING FORM**

Student’s Name..... Reg. No.....

Programme ..... (e.g. e.g. MED, MBA, LLM, MFIIM)

Department:.....

Faculty/School:.....

Name of Supervisor: .....

Submission Date	Meeting Date	Stage of work discussed (e.g. title, etc.)	Summary of issues discussed	Student’s Signature	Supervisor’s Signature

Director of PGS .....Date .....

Note:

- Students should keep a tracking tool for each supervisor
- Supervisor and student should meet at least once every month and the two should fill in and sign the form
- The students should submit photocopies of the signed forms to the Postgraduate Committee, Dean of Faculty/School and Head of Department
- This tool will serve as evidence for postgraduate students’ supervision

**Appendix 7: Student Progress Report**

**RUAHA CATHOLIC UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES  
GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES**

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**STUDENT PROGRESS REPORT**

**(To be filled biannually)**

PERIOD COVERED:

From.....to.....

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

1. Name of student.....
2. Registration number.....
3. Department.....
4. Program of Study.....
5. Nature of programme (tick one) By  
Research and Thesis   
Coursework and Dissertation
6. Date of registration.....
7. Planned date of completion.....
8. Progress made so far for the coursework phase:

Courses taken	Semester I	Semester II	Final examination grade

**PART B: TO BE FILLED BY THE SUPERVISOR (During Research Phase)**

9. Name of supervisor.....
10. When were you appointed to supervise the candidate?.....
11. If you have just been appointed, did the previous supervisor hand over any report of the candidate to you?  
Yes  No  Not applicable
12. How often have you met the candidate during the quarter under report?.....
13. What progress has the candidate made so far for the dissertation/thesis?(tick in the appropriate box)

Item	Nothing	Half way	Nearly completed	Completed
Introductory chapter				
Literature review				
Designing of Methodology				
Getting supplies for				
Study				
Data collection				
Data analysis				
Writing research report And conclusion				
Submission				

14. In your opinion, is the candidate making satisfactory progress? Yes  No

15. Will the candidate need an extension? Yes.....No.....How long? ..... months.

16. Any other comments you may wish to make on the candidate  
 .....  
 .....  
 .....

**Signature of supervisor:.....Date: .....**

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

17. Comments on the candidate's progress report  
 .....  
 .....  
 .....

**Name of Head of Department: .....**

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

**PART D: TO BE FILLED BY DEAN OF FACULTY/SCHOOL**

18. Comment briefly on the candidate’s progress report

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

**Name of the Dean of Faculty:**.....

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

**PART E: TO BE FILLED BY DIRECTOR OF POSTGRADUATE STUDIES**

Comments of Director of PGS:

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

Name of the Director of PGS: .....

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

**Appendix 8: Plagiarism Clearance Certificate**

**RUAHA CATHOLIC UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES  
GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES**

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**PLAGIARISM CLEARANCE CERTIFICATE**

Name of Student:.....

Registration No:.....

Department:.....

Faculty/School:.....

Type of scholarly work (e.g. Master/PhD): .....

I declare that I have examined the aforementioned scholarly work by the above-named student and have submitted it for assessment/publication, having confirmed that the work is free of any plagiarized material.

**Name Director of PGS:**.....

**Signature**..... **Date**.....

**Appendix 9: Notice of Intention to Submit Thesis/Dissertation for Examination**

**RUAHA CATHOLIC UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES  
GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES**

**NOTICE OF INTENTION TO SUBMIT THESIS/DISSERTATION FOR EXAMINATION**

**(to be filled in quadruplicate)**

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

- 1) Name in full: .....
- 2) Registration number:.....
- 3) Department:.....
- 4) Faculty/School:.....
- 5) Degree registered for:.....
- 6) Title of thesis/dissertation:  
.....  
.....
- 7) Name(s) of supervisor(s)
  1. ....
  2. ....
- 8) I hereby declare that I have almost completed my dissertation/thesis and intend to submit it within the coming three months.

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

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

9) I/We hereby confirm that the candidate is finalizing his/her dissertation/thesis and I am/we are of the opinion that he/she will be in a position to submit it within three months from now.

1. Signature of supervisor: .....Date: .....

2. Signature of supervisor: .....Date: .....

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

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

**a) Potential internal examiners**

1) Name:.....

Telephone:.....

Email:.....

Curriculum Vitae: Attached  Not attached

2) Name:.....

Telephone:.....

Email:.....

Curriculum Vitae: Attached  Not attached

**b) Potential external examiners**

1) Name:.....

Affiliation:.....

Postal Address:.....

Telephone:.....

Email:.....

Curriculum Vitae: Attached  Not attached

2) Name:.....

Affiliation:.....

Postal Address:.....

Telephone:.....

Email:.....

Curriculum Vitae: Attached  Not attached

**SECTION D: TO BE COMPLETED BY DEAN OF FACULTY**

- a) I certify that the proposed examiners above have been approved by the board/committee of the postgraduate.
- b) In anticipation of the fact that the candidate will submit his/her thesis within three months from now, it is recommended that the defense/*viva voce* be held in the month of.....of the year. ....  
(exact date will be communicated later).

Signature of the Dean: ..... Date: .....

**SECTION E: TO BE FILLED BY THE DIRECTOR OF PGS**

- The examination arrangements are complete and are approved
- The examination arrangements are not complete for the reasons stated below, and are hereby referred back to the Faculty

The following items are missing or incomplete:

1. ....
2. ....

**Signature of the Director of PGS:.....Date: .....**

**Appendix 10: Proposal Defense Form**

**RUAHA CATHOLIC UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES  
GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES**

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**PROPOSAL DEFENSE FORM**

<b>S/N</b>	<b>Examiners' Recommendations</b>	<b>Tick</b>
1	PASSES AS IT IS(no revisions or typographical corrections required)	
2	PASSES SUBJECT TO MINOR CHANGES (list the errors/changes on Separate sheet) <sup>16</sup>	
3	PASSES SUBJECT TO MAJOR CORRECTIONS AND REVISIONS as indicated in the examination report <sup>17</sup>	
4	REJECTED OUTRIGHT(specify reasons for rejection on separate sheet)	

**Chairperson:** ..... **Signature:** .....

**1<sup>st</sup>Examiner:**..... **Signature:**.....

**2<sup>nd</sup>Examiner:**.....**Signature:**.....

**3<sup>rd</sup>Examiner:**.....**Signature:**.....

**Supervisor:**.....**Signature:** .....

**Date:** .....

---

<sup>16</sup>Minor changes refer to editorial corrections, slight reorganization of sections and minor modifications of tables, paragraphs or sentences to be submitted within one month.

<sup>17</sup>Major corrections and revisions as stated in the examiners' report should be submitted within three months.

## Appendix 11: Postgraduate Research Examination Form

**RUAHA CATHOLIC UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES  
GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES**

POSTGRADUATE RESEARCH EXAMINATION FORM

External  Internal

Student's Name: ..... Reg. No.....

Name of the Programme: .....

Faculty/School: .....

Department:.....

Research Title:

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

S/NO	Area Assessed	Maximum Marks	Marks Obtained
1	Preliminaries	5	
2	Introduction	15	
3	Literature review	15	
4	Methodology	15	
5	Results and discussion	20	
6	Conclusion and recommendation	20	
7	References	5	
8	Originality and contribution to knowledge	5	
	Total	100	

A	B+	B	C	D	E
100-70	60-69	50-59	40-49	35-39	34 and Below
Passes as it is/Pass With minor changes	Passes with substantial corrections		<b>FAILED</b>		

	and revisions	
--	---------------	--

a) Detailed Comments on the Dissertation/Thesis

**1. Preliminaries**(preliminaries,structure,clarity,style,abstract,illustrations,tables, etc.)

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

**2. Introduction** (background of the study, statement of the problem, research objectives, significance, scope, etc.)

.....  
.....

**3. Literature review** (theoretical and conceptual frameworks, empirical literature review, gap of knowledge, etc)

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

**4. Methodology:**

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

**5. Results:**

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

**6. Discussion**.....

.....

.....  
**7. Conclusions:**

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

**8. Recommendations**

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

**9. References**

.....  
.....

**10. Originality and contribution to knowledge:**

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

**Name of Examiner:**..... **Signature:**

..... **Date:** .....

## Appendix 12: Master's Dissertation Defense Report

**RUAHA CATHOLIC UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES  
GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES**

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**MASTER'S DISSERTATION DEFENCE REPORT**

S/N	Examiner's recommendation	Tick
1	PASSES AS IT IS (no revisions or typographical corrections required)	
2	PASSES SUBJECT TO MINOR CHANGES (list the errors/changes on Separate sheet) <sup>18</sup>	
3	PASSES SUBJECT TO SUBSTANTIAL CORRECTIONS AND REVISIONS as indicated in the examination report <sup>19</sup>	
4	NOT ACCEPTED BUT MAYBE RE-SUBMITTED after one or more of the following (tick): <ul style="list-style-type: none"><li>• Additional data collection</li><li>• Additional analysis</li><li>• Additional literature review and revisions</li><li>• Re-writing</li><li>• Others (specify on separate sheet)</li></ul>	
5	REJECTED OUTRIGHT (specify reasons on separate sheet)	

Name of examiner:.....

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

---

- <sup>18</sup>Minor changes refer to editorial corrections, slight re-organisation of sections and minor modifications of tables, paragraphs or sentences to be submitted within one month.
- <sup>19</sup>Substantial corrections and revisions as stated in the examiners' reports should be submitted within three months.

**Appendix 13: Viva Voce Examination Form**

**RUAHA CATHOLIC UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES  
GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES**

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**VIVA VOCE EXAMINATION FORM**

Name of Candidate:.....

Registration No: .....

Research Title:

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

Name of Faculty/School:.....

Name of Department.....

Date of *VIVA VOCE*: .....

S/N	Names of Panel members	Designation	Signature
1		Chairperson	
2		External examiner or representative	
3		Internalexaminer1	
4		Internalexaminer2	
5		Candidate's Supervisor	
6		Head of Department or nominee	
7		Dean of Faculty/School or nominee	
8		Director of PGS or nominee	

S/N	Verdict	Tick
1	Candidate passes	
1.1	Candidate passes and no additional corrections are required	
1.2	Candidate passes subject to making minor corrections and revisions as Stated in the <i>viva voce</i> proceedings, within one month <sup>20</sup>	
1.3	Candidate passes subject to making substantial corrections and revisions as stated in the <i>viva voce</i> proceedings, within three months.	
2	Candidate fails	
2.1	Candidate fails but should be given another chance to resubmit and defend the thesis after eliminating the weaknesses detailed in the <i>viva Voce</i> proceedings, within six months.	
2.2	Candidate fails outright (reasons detailed in <i>viva voce</i> proceedings)	

<sup>20</sup> Minor changes refer to editorial corrections, slight re-organization of sections and minor modifications of tables, paragraphs or sentences.

**Appendix 14: PhD Thesis Evaluation Report Form**

**RUAHA CATHOLIC UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES  
GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES**

**PHD THESIS EVALUATION REPORT FORM**

Name of Candidate:.....  
 Degree Registered for: .....  
 Title:.....  
 .....

	<b>EXAMINER’S RECOMMENDATION</b>	<b>Tick (✓)</b>
1.	PASSES AS IT IS (no revision or typographical corrections required)	
2.	PASSES SUBJECT TO typographical corrections and other minor Changes (list the errors/changes on separate sheet) <sup>21</sup>	
3	PASSES SUBJECT TO MAJOR REVISION on one or more of the following: (a) Additional data collection (b) Additional analysis (c) Additional literature review	
4	NOT ACCEPTED BUT MAY BE RE-SUBMITTED after Re-writing	
5	REJECTED OUTRIGHT (specify reasons on separate sheet)	

Examiner’s name: .....  
 Signature:.....Date:.....

<sup>21</sup>Minor changes refer to editorial corrections, slight re-organisations of sections and minor modifications of tables, paragraphs or sentences

**Appendix 15: Supervision Allowance Claim Form**

**RUAHA CATHOLIC UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES  
GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES**

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**SUPERVISION ALLOWANCE CLAIM**

**SECTION A: (to be filled in by supervisor for each supervised student)**

**Name:** .....

**Department:**.....

Please give details and amount of out of pocket expenses incurred e.g. postage of dissertations/theses, etc. (relevant receipts to be attached).

.....  
.....

**Faculty:**..... **Department:**

.....

I,.....,certify that I served as a supervisor for the postgraduate student specified in the table below for the academic year...../.....

Name of Candidate	Names of Co-supervisors(if any)

I here by claim for payment of supervision allowance.

**Account name:**.....

**Account number:**.....

**Bank name:**.....

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

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

I certify that Prof./Dr.....has

supervised the above mentioned candidate. He/she shared the supervision load together with the following co-supervisors (if any)

1. ....
2. ....

I am satisfied with the supervision work and recommend that he/she be paid the supervision allowance

Name of the Head of Department:.....

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

**Appendix 16: Internal/External Examiner’s Claim Form**

**RUAHA CATHOLIC UNIVERSITY  
 DIRECTORATE OF POSTGRADUATE STUDIES  
 GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE  
 PROGRAMMES**

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**INTERNAL/EXTERNAL EXAMINER’S CLAIM FORM**

Internal examiner

External examiner

I,.....,certify that, in connection with my appointment as an Internal/External Examiner in the Department of .....have examined the following candidate(s) (list their names and registration numbers in the table below)

S/N	Name of Candidates Examined	Registration No.	Programme
1			
2			
3			
4			
5			
6			

I have signed the appropriate mark sheets and I attach my report on the examinations and I wish to claim my honorarium and reimbursement of expenses incurred in connection with my duties as Internal/External Examiner.

Honorarium of Tsh/USD of each candidate:.....,

Refund of other expenses incurred (please give details and amount of expenses incurred e.g. postage of dissertations/theses, etc. Relevant receipts to be attached).

1. ....

- 2. ....
- 3. ....

Total Tsh / USD:.....The  
honorarium should be paid to me at the following bank details:

Account name:.....

Account number: .....

Bank name: .....

Examiner's mobile:.....

Other A/C details:.....

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

Name of Head of Department: .....

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

---