

ST JOHN'S UNIVERSITY OF TANZANIA



TO LEARN TO SERVE

**POSTGRADUATE REGULATIONS
AND GUIDELINES**

July 2021

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Postgraduate Studies Regulations and Guidelines

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The University Council

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List of Acronyms

CA	-Coursework Assessment
DGS	-Directorate of Graduate Studies
DVCA	-Deputy Vice Chancellor-Academic Affairs
DVCPFA	-Deputy Vice Chancellor- Planning, Finance and Administration
GPA	- Grade Point Average
GSF	-Graduate Studies Form
JDP	-Joint Degree Programme
MD	- Doctor of Medicine
PhD	- Doctor of Philosophy
SJUT	- St John's University of Tanzania
TCU	- Tanzania Commission for Universities
UE	- University Examination
UPoGSC	- University Postgraduate Studies Committee
UGSC	-Undergraduate and Graduate Studies Committee

General Introduction

The University is currently focusing on extending postgraduate training including Masters' and PhD and increase the diversity of programmes on offer. It is hoped that this handbook will be useful reference document for prospective and continuing postgraduate students, postgraduate's students' supervisors, the university community and public at large.

The purpose of Postgraduate Programmes of St John's University of Tanzania is the advancement of knowledge and creativity, the diffusion and extension of the arts, science, technology and learning, the provision of higher education, research and community services and along with this purpose, the nurturing of the intellectual, aesthetic, social and moral growth of the students at the University shall be conducted according to university charter provision of St John's University of Tanzania

The following are the key expectations of graduate students from SJUT:

- i. SJUT expects the highest possible standards in its postgraduate students, not only as researchers but also as people who reflect the vision and mission of the University.
- ii. They must also be leaders for the future and develop skills in encouraging leadership in others.
- iii. Graduates from various postgraduate programmes need to be able to take their place in the global academic world, and therefore must have excellent communication skills.

Part I: Postgraduate Studies Regulations

1. Application

- 1.1 All applications for postgraduate training at St John's University shall be submitted to the Director of Graduate Studies through SJUT online system available on SJUT website.
- 1.2 There shall be two application windows for the research alone based programmes. Batch I applications will be open from February to June, and registration will be done at the beginning of academic year (October/November); and applications for Batch II will be open from October to January, with registration at the beginning of the second semester, normally in March.
- 1.3 There will be one intake for programmes with coursework, and the registration shall be at the beginning of the academic year normally October/November. Invitation for application will be during February to June every year. Successful applicants will be notified by the end of July.
- 1.4 An applicant will be required to pay a non-refundable application fee. The fee receipt should be submitted when the application forms are submitted in the online system.
- 1.5 Complete application should be accompanied with the following
 - i. Referee's recommendation form (SJUT/GS/F.No1). This form will be available at Directorate of Graduate Studies and University website.
 - ii. Evidence of payments of application fee
 - iii. Copies of academic transcripts, academic certificates and birth certificates/valid national identity card.
- 1.6 Applicants who wish to apply for admission and enroll in a masters' degree or PhD degree by dissertation or thesis shall be required to prepare a concept note as per the provided guidelines.
- 1.7 Applicant with academic certificates obtained from foreign higher learning institutions shall be required to submit the certificate to Tanzania Commission for Universities (TCU) for recognition. It is the applicant's responsibility to ensure that this is done prior to application.

2. Admission Requirements

In order to be admitted to the Postgraduate programmes of St John's University of Tanzania, the candidate shall have the following minimum entry qualifications.

2.1 Postgraduate Diploma

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

- 2.1.1 A GPA of not less than 2.0 at bachelor's degree from SJUT or any other recognized higher learning institution.
- 2.1.2 Secondary school certificates, with at least four passes in ordinary level secondary certificate and one pass in advanced level. Candidates with diploma certificates may also be considered.

NB. Offering unit may prescribe additional admission requirements

2.2 Master's Degree

An applicant for admission into the Masters' Degree programme by coursework and dissertation shall have the following minimum qualifications:

- 2.2.1 A bachelor's degree with a minimum GPA of 2.7 or its equivalent from approved Higher Learning Institution.
- 2.2.2 A "B" grade or above in the respective subjects of intended master's degree for Candidates who hold unclassified degrees e.g., MD
- 2.2.3 Candidates with pass degree will also be considered for admission if they have
 - i. A working or research experience of at least 3 years after graduation.
 - ii. A postgraduate diploma in relevant discipline or equivalent with a minimum GPA of 3.0 or B grade; and
 - iii. Evidence of additional training lasting for at least 6 months after graduation OR have pursued a postgraduate diploma in relevant field and must have attained a minimum of 3.0 GPA.
- 2.2.4 For a candidate to be admitted to a Master's by Thesis programmes, he/she must have a minimum GPA of 3.5 (an Upper Second Degree) in the relevant field at bachelor's degree level.

- 2.2.5 A provisional admission into a postgraduate certificate, postgraduate diploma or master programme will be provided candidates who applied in the final year of the bachelor's degree and has completed degree requirements for admission but is still waiting for the final results.
- 2.2.6 The offering unit may prescribe other additional qualifications

2.3 Doctor of Philosophy Degree (PhD)

A candidate for admission into Doctor of Philosophy degree programme of St John's University of Tanzania shall hold the following minimum qualifications:

- 2.3.1 Master's degree with a minimum GPA of 3.0 or equivalent from approved Higher Learning Institutions.
- 2.3.2 Candidates should also hold a Bachelors' degree.

3. Registration

Registration is important because it means the applicant once registered is officially a student of the university.

Overall Requirements for Registration

- 3.1.1 Candidates shall be registered for the degree by coursework followed by research leading to a dissertation or by research (thesis) alone.
- 3.1.2 Candidate shall be registered as Full time or Part-time students.
- 3.1.3 Registration shall take place during the first two weeks after commencement of each academic year/semester, or as it will be directed in the admission letter.
- 3.1.4 The maximum period for registration shall be four weeks after commencement of academic year/semester. No registration will be done after the deadline unless approved by the DVCA.
- 3.1.5 No student shall be registered without prior payment of fees or without submission of sponsor's commitment letter.
- 3.1.6 A candidate who submits evidence other than fees payment slip/receipt shall be given partial registration until the fees are cleared. If not paid on time, the partial registration shall expire before start of university examinations or after a period of six months for research-based programmes.

3.1.7 During registration, candidate shall be required to submit evidence of payment of the requisite University fees, and in addition first year students shall also present the following:

- Admission letter.
- Originals and certified copies of transcripts and certificates, and birth certificate/national identity card (Originals will be returned after verification).
- Two passport-size photographs; Sponsor's commitment and employment release letter(s), if applicable; and duly filled registration form.

Duration of Registration Period

3.2.1 Postgraduate Diploma

Registration period for postgraduate diploma shall be 12 months. The duration shall be divided into two semesters with the whole of first semester dedicated to coursework and the second semester for coursework and research project.

3.2.2 Master's Degree by Coursework and Dissertation

A duration of 18 months will be used for full time candidates. The first 12 months will be for coursework, development of research proposal, presentation, ethical clearance and soliciting research funds. The remaining 6 months will be for conducting research, writing, submission and examination of the dissertation.

A duration of 24 months will be used for part-time candidates; the first 18 months will be for coursework, development of research proposal, presentation, ethical clearance and securing research funds. The remaining 6 months will be for conducting research, writing, submission and examination of the dissertation.

3.2.3 Master's Degree by Thesis (Research Only)

Study period for the master's degree by thesis alone programmes shall be 24 and 30 months for full time and part-time candidates respectively.

- a. For full time candidates, the first 6 months shall be for development of research proposal including presentation and approval at all levels and

soliciting research funds. The following 9 months shall be for conducting research, and another 6 months shall be for writing the thesis and journal article. The last 3 months shall be for submission and examination of the thesis including *Viva Voce* examination, submission of the final error free copy of the thesis, and at least one publication/accepted article for publication.

- b. For part-time candidates the first 6 months shall be for development of research proposal, presentation and approval at all levels, and soliciting research funds. The following 12 months shall be for conducting research, and the following 9 months shall be writing the thesis and journal article. The last 3 months shall be for submission and examination of the thesis and at least one publication or accepted article.

3.2.4 PhD by Coursework and Dissertation

The duration of the registration period shall not be less than 3 years of full-time study (6 semesters) and shall not exceed 5 years (10 semesters) (including the period of probationary registration and extensions) for full time candidates and 7 years for part- time candidates.

The first 12 months will be for coursework, development of research proposal, ethical clearance and soliciting research funds. The following 3 months shall be for proposal presentation and approval at all levels including University Postgraduate Graduate Studies Committee (UPoGSC) and Undergraduate and Graduate Studies Committee (UGSC). The next 12 months shall be used for conducting research. The following 6 months shall be for writing the thesis and at least one journal article. The last 3 months shall be for submission and examination of the dissertation and at least one publication or accepted article.

3.2.5 PhD by Thesis (Research Only)

Registration duration for PhD by research alone shall be 36 months. The first 6 months shall be for development of research proposal including presentation, approval at all levels and soliciting research funds. The following 12 months shall be for conducting research including data analysis, and the remaining 15 months shall be for writing the thesis and at least two journal articles. The last 3 months

shall be for submission and examination of the thesis and at least two publications (one should be a research article).

3.2.6 Provisional Registration

- a) Candidates enrolled in the PhD by Thesis shall, in the first instance, be registered as “Provisional PhD students” if they meet the minimum entry qualifications defined in section 2.3 above. Provisional Registration shall begin from the time a candidate is issued with his or her registration number.
- b) A provisional PhD candidate may also be required by his/her Faculty/School/Institute to do one or more formal courses appropriate to his/her field of study, as prescribed by the supervisor(s) or the UPoGSC.
- c) The candidate may proceed to full registration after approval of his/her proposal by the School/Institute/Faculty and Directorate of Graduate Studies. This may include courses to improve the candidate’s communication or computer skills.

3.3 Requirements for Confirmation of Registration

- i. As soon as possible, and within nine months of provisional registration, a PhD candidate shall be required to submit a concise written research proposal to his/her supervisor. The candidate shall also be required to present it at a Department level. Failure to submit and present a research proposal (other than in exceptional circumstances) shall result in discontinuation from studies. The proposal presentation shall be attended by the head of the Department, selected members from the department, the supervisors, and at least two members of the UPoGSC.
- ii. The written proposal should be comprehensive and should conform with the Guidelines on the writing of Research proposal provided in SJUT postgraduate guidelines. After the candidate presents his/her proposal at the department, a panel consisting of his/her supervisors, the two UPoGSC members and the head of the Department shall submit a report using the appropriate form recommending or not recommending the candidate for

transfer of status to full registration. This form shall be submitted to the Director of Graduate Studies.

- iii. If satisfied with the Proposal's quality, the Department shall submit the proposal to the School/Institute/Faculty University/UPoGSC. The candidate shall be called to present his/her Research Proposal before the School/Institute/Faculty/ UPoGSC.
- iv. If satisfied with the quality of the Proposal from the School/Institute/Faculty University graduate committee. The Director of Graduate Studies shall report to UGSC and Senate requesting that a candidate's registration be confirmed provided that the panel is satisfied that the candidate has fulfilled the following requirements:
 - a) The candidate has the requisite ability for PhD research and the proposal is academically sound and has all qualities and meets SJUT standards (e.g., the proposal is coherent and is at the level of a PhD).
 - b) The student has passed all course work that has been specified at provisional enrolment.
 - c) The conditions under which the candidate propose to work are satisfactory.
 - d) The budget (in terms of time and money) is sufficient for the successful completion of the PhD programme.
 - e) The proposal includes at least a draft application to the Internal Review Committee for ethical clearance.
 - f) The supervisory team has sufficient expertise and training to be able to supervise the student to the standard expected by SJUT.

Note

- i. While recommending confirmation, the panel, the director or SENATE may make non-binding recommendations for alterations to the project, to the supervisor and candidate.
- ii. If the panel rejects the proposal, they shall state the reasons for this rejection in their report. The Director shall then pass the report to the supervisor and candidate, who may resubmit a revised proposal, within 3 months, and a repeat presentation shall be presented to a new panel with different members

of the UPoGSC. The new panel shall have access to the report of the first panel.

- iii. If the second submission is also rejected, the student shall be discontinued. However, the student and supervisor may appeal directly to the DVCA for reconsideration. In this case the DVCA may confirm the decision, recommend further work and resubmission, or recommend to Senate that the student be granted full registration.
- iv. If the panel rejects the proposal, they shall state the reasons for this rejection in their report. The Director shall then pass the report to the supervisor and candidate, who may resubmit a revised proposal, within 3 months, and a repeat presentation shall be presented to a new panel with different members of the UPoGSC. The new panel shall have access to the report of the first panel. The candidate will be allowed to repeat presentation three times.
- v. If the third submission is also rejected, the student shall be discontinued. However, the student and supervisor may appeal directly to the DVCA for reconsideration. In this case the DVCA may confirm the decision, recommend further work and resubmission, or recommend to Senate that the student be granted full registration.

3.4 Maximum Duration for Registration

- a) No candidate shall be permitted to complete his/her studies in less than the specified minimum duration for registration.
- b) Candidates who fail to complete a certain stage or their studies within the specified period shall apply for intermediate extension using SJUT/GS.F. No2) or end of registration period extension using SJUT/GS.F. No3).
- c) The intermediate extension shall be approved by DGS through the Department/Schools/College/Institutes. In case there is no meeting scheduled at that particular time, DGS shall approve the extensions on its behalf.
- d) The end of registration period extension shall be approved by the Senate through the Department/Schools/College/Institutes and UPoGSC. In case there is no

meeting scheduled at that particular time, the chairperson of Senate shall approve extensions on its behalf.

- e) The maximum duration of extended registration for each category shall not exceed 24 months from the specified registration period. The extension shall be given at intervals of three to six (3-6) months period. In addition, only intermediate extension and the first extension after expiration of the study duration will be given without extension fees. All subsequent extension after expiration of the study duration shall be charged extension fees as stipulated by Senate.
- f) Tuition fees should be paid as per existing fees structure during all extension periods.
- g) Failure of a candidate to complete studies within specified period shall mean discontinuation from studies, unless applications for further extensions have been approved.
- h) Candidate who, for valid reasons, fail to complete their thesis/dissertation within the specified period may apply for an extension of the registration period. A candidate in research part is obliged to consult with his/her supervisor at least once a month.
- i) Candidates wishing to absent themselves from the station shall seek permission from the Head of the Department through the supervisor even for being away for field/data collection.

3.5 Registration for Continuing Students

- a) Postgraduate students shall renew their registration status at the beginning of each semesters/trimester/year for the candidate registered for coursework and dissertation/part time/by research alone, as appropriate.
- b) The deadline for continuing students' registration shall be four weeks after commencement of the semester/trimester/academic year.

3.6 Deferment of Admission

- a) Except for compelling reasons (such as health, employer's demand and financial), deferment of admission will not be entertained. Under such

circumstances, the applicant who has been admitted at SJUT may be allowed to defer his/her admission to the next academic year.

- b) The candidate shall apply deferment of admission with relevant supporting documents to the UGSC through the DGS before commencement of the academic year or end of registration period. If there is no meeting scheduled during the time of application, the Director of Graduate Studies in consultation with Head of Department/School/Faculty/Institute of the candidate registration may approve on behalf of the committee.
- c) The deferment shall be only for one year, and the candidate shall be required to pay 10% of the tuition fees to hold his/her admission, and the amount paid shall be part of the tuition fees for the next academic year on resuming, and non-refundable when the candidate fails to register for the subsequent academic year.

3.7 Postponement of Studies/Examinations

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

3.8 Freezing of Studies

- i. Freezing of studies shall mean stopping studies for a specified period of time. The years under freezing shall not be counted as part of the registration period of the candidate.
- ii. Under unusual circumstances and for any sound reason, a candidate who fails to continue with her/his studies, he/she may apply to the DVCA for freezing of registration through his/her Department and Faculty/School/Institute and DGS.

- iii. The maximum period for freezing shall be not more than 12 months in case of master's degree and not more than 18 months in case of PhD. However, freezing of registration is not allowed for students during the coursework phase.
- iv. A candidate shall not be allowed to freeze studies more than once. Except under special circumstances as may be approved by the DVCA
- v. Permission to resume studies must be approved by DVCA via his/her Department and Faculty/School/Institute and DGS.

4 Program Evaluation and Award Requirements

- a) To proceed from one year to another or one stage to another the candidate shall be required to fulfil the requirements for each programme as specified in the programme structure in the SJUT Prospectus, and as stipulated in this handbook. Generally, the programme evaluation may consist of the following:
 - i. Coursework (which will include graduate seminars)
 - ii. University examination
 - iii. Dissertation.
 - iv. Thesis, and
 - v. Publication(s)
- b) Candidates who intend to pursue postgraduate diploma shall have to comply with the coursework, university examination and a final year project as a research component evaluation.
- c) Candidates registered for master's degree programme by coursework and dissertation shall have to observe coursework, university examination and dissertation and journal article publication (when applicable) evaluation procedures, while the candidate under master's degree by research (thesis) alone shall fulfil the thesis and publication evaluations, in which, the candidate shall publish at least one journal article in the form of either review or research paper.
- d) Candidates who intend to pursue their PhD by coursework shall comply with the coursework, university examination, dissertation and at least two publications in the form of either review or research articles.

- e) Candidates under the PhD by research (thesis) alone shall observe the thesis evaluation procedures and publication of at least two articles (one should be a research paper).
- f) No candidate shall be allowed to submit the final hardbound copy of the thesis or dissertation without compliance to the publication(s) requirements, where applicable. The publication shall be part of the final thesis/submission.

4.1 Coursework Evaluation

- i. Any candidate registered for postgraduate programme offered by coursework and dissertation shall do coursework and university examination as indicated in these guidelines, and as prescribed in the prospectus for the programme specific requirements if any.
- ii. A candidate registered for research alone programmes (Master or PhD) may (if necessary), on recommendation of the relevant College/School/Institute Board, be required to do one or more formal courses appropriate to his/her field of study.
- iii. There shall be Continuous Assessment (CA) and final university examination (UE). The composition, assessment mode and weight of the CA and UE shall be as described in the prospectus for each respective programme.
- iv. There shall be external examiners for both postgraduate course work as well as dissertations.
- v. The external examiners shall be academic member of staff at least Senior Lecturer or above from any recognized higher learning institution. The external examiner shall be proposed by the respective department and approved by the Senate.
- vi. With exception to grading and progress from year to year, all examinations shall be prepared, administered, conducted and processed as per approved University procedures outlined in the SJUT Examination Regulations.
- vii. With exceptional for courses without final University Examination, the final marks in each examination will be derived from 50% coursework and 50% from University Examination.

- viii. Examination grading system shall be the same in all postgraduate students. Weighted GPA system shall be taken into account when calculating overall GPA.
- ix. The pass mark for all courses shall be a B grade average (3.0 GPA). Candidates, whose average is below 3.0 GPA, shall be required to do supplementary examination in the courses failed. The maximum GPA for a candidate to be allowed to sit for supplementary examination shall be a 2.7 GPA.
- x. After supplementary examinations, the candidate who fails to attain the GPA of 3.0 shall be discontinued from studies.
- xi. Candidate whose overall GPA is below 2.7 in the first sitting shall be discontinued from studies.
- xii. Candidates failing supplementary examination of the core course(s) and elective course shall but only once, be allowed to carryover the failed course(s) in subsequent years if GPA allows. Carryover course(s) should be cleared within the maximum period of registration.
- xiii. Carryover (repeating of the failed course) shall imply attending classes, doing course work prior to sitting for university examination.
- xiv. A candidate failing an examination for a carryover course shall be required to sit for a supplementary examination. Failure of a supplementary examination of carryover course shall lead to discontinuation from studies.
- xv. A maximum grade after supplementary or repeating of the course shall be “B”
- xvi. All coursework results must be submitted and approved by the relevant Boards of the Department/School/Faculty, and the Senate.
- xvii. Submission and publication of the results shall be in accordance with the University approved organs. In addition, presentation of the results in various levels shall conform with the approved format, as will be directed from time to time.
- xviii. The results approved by the Senate shall not be altered or edited without approval of the SENATE or the Chairperson of the Senate, infringement of this rule shall attract stern disciplinary measures to the perpetrator(s).
- xix. All cases of alleged examination irregularities shall be dealt with as stipulated in the SJUT Examination Regulations

- xx. Where academic dishonesty is observed after the candidate has been successfully graduated, the University shall have the power to withdraw the award.
- xxi. Candidates are free to appeal to Senate against any decision regarding awards of Higher Degrees at any stage of evaluation/assessment. The appeal shall be lodged to the Senate through the Department/School/Faculty/Institutes including the Directorate of Graduate Studies.
- xxii. All appeals shall be accompanied by an appeal fee at the amount that the Senate may prescribe from time to time.
- xxiii. Appeal shall be lodged after the results/decision being approved by the Senate, within three months from the date of results/decision approval.
- xxiv. Any person or a member of academic unit who has been involved at any stage in the processing of examination shall be barred from participating in decision making of the appeal.

4.2 Research Evaluation

- a) For programmes offered by coursework and dissertation, before a candidate is allowed to proceed with the research phase of any postgraduate programme (Master/PhD), the candidate must successfully complete all required courses in the coursework part with a minimum overall grade of “B”.
- b) Before commencing research part, a concise research proposal shall be approved by the Department. The presentation at the department can be attended by both staff and students. If satisfied with the Proposal’s quality, the Department shall submit the proposal to the Faculty/School/Institute committee. Before being approved, each candidate shall present his/her research proposal before UPoGSC.
- c) The Department/Institute at its discretion may decline to approve the proposal or recommend revision if:
 - i. In its opinion, it is unsuitable or deficient in content.
 - ii. The conditions under which the candidate proposes to work are unsatisfactory.
 - iii. The budget is unrealistic or prohibitive.
 - iv. The duration to undertake research is longer than the allowed registration period.
 - v. It is a plagiarized work
- d) The School/Institute/Faculty Boards shall be informed for noting. In case of candidates under programmes by research alone and PhD, the candidate shall present the proposal up to the DGS, and finally noted by the Senate after making the appropriate corrections, as it will be directed by the DGS.
- e) A candidate whose proposal has been approved by the School/Institute/Faculty organ shall submit the approval letter to the DGS for data collection permit using form SJUT/GS.F.No 4 .For the research alone and PhD programmes, upon submission of the corrected proposal to the Director of the Graduate Studies, the candidate through the DGS shall seek approval for data collection and research clearance permit to the Senate using the same form SJUT/GS.F.No.4

- f) Each candidate, at research phase shall be assigned a supervisor by the Department/Institute/School/Faculty at the beginning of research work. The supervisor will guide the candidate in formulating and undertaking research as directed under part 2 of this guidebook.
- g) The supervisor–student record form (SJUT/GS.F.No 5) shall be signed by both the supervisor and candidate whenever the student meets the supervisor. The supervisor–student record form(s) shall be submitted together with progressive report form (SJUT/GS.F.No 6) for each quarter to the DGS.
- h) All candidates in research phase shall submit progress report quarterly using the progress report form (SJUT/GS.F.No 6) together with supervisor–student record form (SJUT/GS.F.No 5), to the Directorate of Postgraduate Studies via the relevant School/Institute/Faculty Boards. The candidate who shall not submit progress report in two consecutive quarters shall be warned. Disciplinary measures shall be taken to candidates who do not submit progress report in three consecutive quarters without compelling reasons. The candidate shall submit the progress report by the end of March, June, September and December for Quarter 1, 2, 3, and 4, respectively. The progress report shall be submitted regardless of few days the candidate has attended/worked in a quarter.
- i) A candidate who is proven to have cheated or being dishonest including but not limited to, use of any published/unpublished material belonging to someone else or from the webpage in either paraphrase or direct quotation without acknowledgment or proper citation (plagiarism) or use of falsified or someone’s data/experiment shall be deemed to have committed academic dishonesty and thus shall be discontinued from studies.

4.3 Dissertation/Thesis Evaluation

4.3.1 General Regulations

- a) Candidates who qualify to continue with the research phase after coursework shall be required to submit, in partial fulfilment of the Masters/PhD degree requirements, a dissertation while candidates under programme by research alone shall be required to submit, a thesis in fulfilment of the Master/PhD requirements, before expiration of the registration period.
- b) Every candidate at research phase/stage shall be allocated supervisor(s)

- c) Every dissertation/thesis submitted for the degree must be accompanied by a declaration of the candidate to the satisfaction of Senate, stating that it is the candidate's own original work and that it has neither been submitted nor concurrently being submitted in any other institution.
- d) The dissertation/thesis shall contain a statement of copyright by the author as follows:-“No part of this dissertation/thesis may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or St John's University of Tanzania in that behalf.”
- e) To avoid complaints of academic dishonesty and violation of intellectual property rights, publication emanating from a dissertation or thesis must include the candidate (author) as a co- author. The supervisor or any authority shall not publish any part of the dissertation/thesis without a written consent from the candidate. Violation of this regulation will attract serious disciplinary measures as per approved SJUT procedures or as prescribed by the state.
- f) Any publication(s) or any reproduction of either a figure or table from a dissertation or thesis that has been part of the St John's University of Tanzania award, should acknowledge the author and the University.
- g) A dissertation/thesis submitted for the Master or PhD degree must meet the format and literary presentation as per SJUT guidelines
- h) The maximum indicative length/volume of dissertation/thesis shall be as follows:
 - i. 25,000 - 40,000 words for Master dissertation.
 - ii. 40,000- 70,000 word for Master thesis/PhD dissertation; and,
 - iii. 70,000 -100,000 words for PhD thesis.
- i) Under special circumstances, a tolerance of 10% above the limits may be allowed if approved by UPoGSC, with reasons for exceeding the limits clearly stated.
- j) To avoid biasness in the examination process, dissertation/thesis shall be sent to examiners anonymously, and the examiners shall not be revealed to the candidates.

- k) For a candidate to qualify for an award of Master degree by Coursework and Dissertation he/she shall produce at least two draft paper manuscript based on his/her research results intended for submission in peer-reviewed journal, the journal being locally and internationally acceptable or recognised by St John's University of Tanzania.
- l) For a candidate to qualify for an award of a Master by research and thesis degree he/she shall accumulate a minimum of 180 credits and shall have submitted at least three paper manuscripts based on his/her research submitted to a peer reviewed journal and the journal should be acceptable or recognized by St John's University of Tanzania.
- m) For a candidate to qualify for the PhD award by coursework and dissertation he/she should have at least two accepted manuscripts (article/paper) in a peer reviewed journal based on research and the journal should be acceptable or recognized by St John's University of Tanzania.
- n) For a candidate to qualify for the PhD award by research and thesis he/she should have at least one paper published and at least three accepted manuscripts (articles/papers) in a peer reviewed journal based on his/her research and the journal should be acceptable or recognized by St John's University of Tanzania.
- o) For a candidate to qualify for any postgraduate degree of St John's University of Tanzania he/she should submit a plagiarism free certificate obtained from the office of graduate studies. The certificate must be submitted before external evaluation of the thesis/dissertation.

4.3.2 Master's Dissertation

- a) After completion of the research work, the candidate shall submit the dissertation to the Department/School/Institute/Faculty for approval prior to submission to the DGS for examination. The approval process at the Department/School/Institute/Faculty shall include presentation of the research findings to both School/Institute/Faculty and Postgraduate Studies levels
- b) Candidate must submit three copies of dissertation to the DGS for examination using the submission form. SJUT/F. N 8
- c) Every dissertation submitted shall be examined by at least two specialists approved by SENATE through recommendations by relevant Faculty/School/Institute Boards. At least one of the examiners must be external

to the University. The other one (internal examiner) must be a competent academic member of SJUT but not his/her supervisor.

- d) Internal examiners shall be required to submit their reports about the dissertation within one (1) month and external examiners two (2) months from the date of receipt.
- e) Each examiner shall be required to summarize his/her report about the dissertation and also shall provide definite recommendation using SJUT/GS.F.No 7 for one of the following actions:-
 - i. Dissertation PASSES AS IT IS without any typographical corrections and/or minor revisions.
 - ii. PASSES SUBJECT TO typographical corrections and/or minor revisions (within three months).
 - iii. PASSES SUBJECT TO substantial corrections and revision. The dissertation requires major corrections and the candidate be given another supervisor to certify that the corrections have been done as directed (within 6 months).
 - iv. NOT ACCEPTED BUT RE-SUBMITTED after one or more of the following. Additional data collection; Additional analysis, Additional literature review; Re-writing, or other. The candidate be allowed to revise and re-submit his/her dissertation for re-examination (within 9 months).
 - v. Dissertation REJECTED OUTRIGHT (Examiner should specify reasons e.g., Plagiarism)
- f) All examiners shall also provide grade for the examination as per guideline given in SJUT/GS.F. No 7 if the marks provided by the internal and external examiners differ an average of the two shall be computed.
- g) If the marks given by internal and external examiners differ at the discrepancy of more than 20 marks, the dissertation shall be remarked by an independent examiner(s).
- h) Where the examiners are not in agreement in the overall recommendations, DGS shall examine the case and recommend one of the following actions: -
 - i. The recommendation of the External Examiner be adopted after providing concrete reasons and approved by the SENATE
 - ii. An additional independent examiner be appointed.

- iii. The relevant School/Institute/Faculty be requested to establish a panel from amongst the experts available to examine the candidate orally.
- i) Candidate whose work was recommended for award and after incorporating all the required amendments, shall submit their dissertations through the supervisor in four corrected hardbound copies and the softcopy of the whole dissertation and an abstract in PDF format, within two months after approval of results by SENATE. Upon submission, an error free submission form (SJUT/GS.F.No 8) from the supervisor(s) through the Head of Department/Director of Institute/Dean of the School/Faculty shall be issued to the Director of Graduate Studies.
- j) Work rejected by examiners after one re-submission and re-examined by the same examiners shall not be accepted for re-examination at SJUT, and the candidate shall be discontinued from studies.
- k) Unless there are genuine reasons, failure of a candidate to re-submit a corrected dissertation accompanied by an error free form within the specified period (as indicated in the examination report) after being allowed to incorporate corrections shall mean discontinuation from studies.
- l) In line with subsection 4.3.1(l,m,n and o) and 4.3.2 (i) above, a candidate shall submit a published or publishable article fit to international standards of journal article publication.
- m) Upon completion of dissertation examination, a candidate shall also appear for *Viva Voce* following the protocol stipulated in 4.3.3(s-ff)

4.3.3 PhDs and Master's Thesis

- a) For research alone programmes, the examination processes will include the progress report from various stages as bound by time, and the thesis based on the results of the research.
- b) The thesis examination process will comprise of two stages, namely:
 - i. Examination of thesis document, and
 - ii. Oral examination (*Viva Voce*).
- c) Provided that, to proceed to the second stage of examination (*Viva Voce*), the candidate should pass the first stage.

- d) The final evaluation of the thesis shall be PASS or FAIL since the final assessment depends on the quality of the output (thesis), which may include but not limited to thesis content, originality and ownership.
- e) At least three months before the thesis is submitted, the candidate shall through his/her supervisor give a notice of his/her intention to submit the thesis to the DVCA through Directorate of Graduate Studies, using SJUT.GS.F.No 9
- f) School/Institute shall also submit together with this notice to the DGS, examination arrangements including CV of the proposed external and internal examiners. The examiner shall be a PhD holder preferably Senior Lecturer and above. DVCA shall write appointment letter to the external examiner. The letter will be submitted together with terms and conditions for evaluation.
- g) The candidate shall submit three copies of the spiral/hard bound thesis for examination, accompanied by the submission form (SJUT.GS. F. No 10)
- h) For every master's by research (thesis) alone candidate, DGS shall appoint, on recommendation of the relevant Faculty/School/Institute Board, two examiners, one shall be internal academic members of staff (not supervisor) and the other one shall be external. For PhD thesis, two qualified examiners, one external and one internal academic member of staff (not supervisor) from related field shall be appointed in the same manner.
- i) The examiners shall be required to submit their reports (summary and SJUT/GS.F. No 7) about the thesis within a maximum period of one month for internal examiners and a maximum of two months for external examiners, from the date of receipt. If reports are not received within one months for internal examiners and two months for external examiners, new examiners shall be appointed.
- j) Each examiner shall summarize his/her report about the thesis and provide a definite recommendation for one the following actions using SJUT/GS.F. No 7
- k) The evaluation report of the thesis shall include recommendation mentioned on sub section 4.3.2 (e) i,ii,iii and iv candidates will be allowed to sit for a *Viva Voce* examination if the thesis meet the acceptable standard.
- l) The thesis submitted is of an acceptable standard, and that the candidate be allowed to sit for a *Viva Voce* examination before incorporating minor comments and typographical errors suggested by examiners.

- m) The thesis requires major revision (not additional data collection or analysis) and the candidate be allowed to sit for *Viva Voce* examination before incorporating the substantial corrections and revisions as indicated in the report.
- n) The thesis be rejected but may be resubmitted for re- examination after a further period of a research and or study carried out, maximum duration of 9 months.
- o) The thesis be rejected for the PhD award but may be re-submitted for consideration for a lower degree award (applicable for PhD thesis only).
- p) The thesis be rejected outright.
- q) For the candidate to proceed with another stage of examination (*Viva Voce*), the candidate must have positive recommendations from at least two examiners, one being external. Where there is disagreement among the Examiners in the overall recommendations, DGS shall examine the case.
- r) A thesis recommended by examiners for re-writing and re- examination after one re-submission and re-examination with the same examiners will be rejected, and the candidate shall be discontinued from studies.
- s) Candidates allowed to sit for *Viva Voce* will be examined to ascertain that: -
 - i. The thesis presented is the original work of the candidate,
 - ii. The broader subject area in which the study is based is fully grasped by the candidate; and
 - iii. The weaknesses in the thesis (if any) can be adequately clarified by the candidate.
- t) The *Viva Voce* examination panel shall comprise of not less than five and seven members for Master and PhD, respectively. The *Viva Voce* panelists shall be approved by Senate through DGS.
- u) DGS shall oversee the *Viva Voce* examination and supervisor(s) shall be invited as observer. The selected members shall be PhD holders, to ensure that the candidate is examined by sufficiently qualified and experienced scholars in his/her research (or related) areas, the list is as below:
- v) Chairperson who shall be the Dean/Director of the School for which the candidate has registered.
 - i. Internal Examiners who have been appointed to examine the thesis (one for Master and one for PhD).
 - ii. External Examiner or his/her representative.

- iii. Appointee of the Dean of the School for which the candidate is registered.
 - iv. Head of the Department for which the candidate is registered.
 - v. Appointee of the Head of Department where the candidate is registered (for PhD only).
- w) If the panelist who appears by virtue of his/her position as the supervisor or has declared conflict of interest with the candidate or the work, another person with the same position in close or related field shall be appointed instead.
- x) The *Viva Voce* shall be an open forum but only panelists shall have the right/power to examine the candidate and vote.
- y) The *Viva Voce* panelists shall be provided with copies of candidate's thesis and the full texts of examiners reports at least two weeks before the date of oral examination. Candidates shall not be allowed to get access to examiners thesis reports before *Viva Voce* examination.
- z) The *Viva Voce* panelists shall, as far as possible work towards arriving at a unanimous decision on the candidate's overall results. Where the panelists are unable to reach unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision.
- aa) At the end of the *Viva Voce* examination which shall normally not exceed three hours (45 minutes being for presentation, 2 hours of question and answers and 15 minutes for panelists deliberations on verdict), the panel members shall sign an examination results form (SJUT/GS.F.No11), giving specific recommendation for one of the following actions.
- i. The degree (PhD/Master) be awarded to the candidate without any corrections and/or revisions in the thesis as detailed in the *Viva Voce* proceedings and in the thesis by examiners.
 - ii. The degree (PhD/Master) be awarded to the candidate subject to making minor corrections and revisions (within three months) in the thesis as detailed in the *Viva Voce* proceedings and in the thesis by examiners.
 - iii. The degree (PhD/Master) be awarded to the candidate subject to making substantial corrections and revisions (within six months) in the thesis as detailed in the *Viva Voce* proceedings and in the thesis by examiners.

- iv. The PhD/Master degree is not awarded due to failure by the candidate to defend the thesis successfully. The candidate be allowed to re-write and re-submit the thesis within nine months for re- examination.
 - v. Candidate fails outright (reasons detailed in *Viva Voce* proceedings).
- bb) The chairperson of the *Viva Voce* panel shall submit to DGS the recommendation of the panel approved by the oral panelists, and a comprehensive report (minutes) detailing all the questions addressed to the candidate and the answers given to those questions.
- cc) The candidates shall be required to submit the thesis in six corrected hardbound copies and soft copy of the whole thesis and an abstract in PDF format, as it will be stipulated in the *Viva Voce* examination proceedings, normally this is done after approval of results by the Senate or the chairperson of the Senate on behalf of the Senate.
- dd) Upon submission, an error free submission form (SJUT/GS.F.No 8) will be issued to DGS by the supervisor(s) through the Head of Department/Director of Institute/Dean of the School/Faculty. Failure to submit the corrected copies within the maximum period stipulated in the *Viva Voce* proceedings without compelling reasons will mean discontinuation from studies.
- ee) The final decision on the award of the PhD degree shall be made by the Senate upon recommendations of the UGSC through DGS.
- ff) The soft copy will be submitted to University Library for placement into the University repository, and the final 5 hardcopies of the thesis will be distributed as follows:
- i. University Library
 - ii. Directorate of Graduate studies
 - iii. School/Faculty/Institute
 - iv. Department
 - v. Supervisor

4.3.4 PhD Dissertation

- a) Examination of the PhD dissertation comply with both the master's dissertation and thesis evaluation features, the PhD dissertation has the grading system evaluation as master's dissertation and the oral examination (*Viva Voce*) as the thesis.
- b) In addition to the dissertation, the candidate shall also publish a journal article from the research findings prior to the award.
- c) The PhD by coursework and dissertation candidates shall inform the DVCA on the intention to submit the dissertation as initiation of the process of examination using form SJUT.GS.F.No 9, as applied to the PhD by thesis.
- d) Upon submission, two examiners of whom one shall be external and one internal shall examine the PhD dissertation.
- e) The PhD dissertation shall be graded and recommended using SJUT/GS.F.No12
- f) The internal examiner shall be required to submit their reports about the dissertation within a maximum period of one month and external examiners a maximum of two months from the date of receipt.
- g) Examination procedures for PhD dissertation shall be in accordance with regulations under sub sections 4.3.3 as for the thesis evaluation.

4.3.5 Publication Submission and Evaluation

- a) All publications meant for postgraduate requirements shall follow the approved criteria for publication laid down by the St John's University of Tanzania
- b) The publication or manuscript shall be related to the area or subject of the research/dissertation/thesis under examination and prepared within the study period.
- c) The accepted manuscript shall be supported with the acceptance letter from the journal editor.
- d) The publication/manuscript shall be evaluated by two anonymous external examiners who are specialist in the area.
- e) c) The examiner shall evaluate and grade the publication/manuscript in accordance with criteria prescribed in the SJUT publication handbook. The examination report shall also contain a detailed recommendation for one of the following actions.

- i. The work shows outstanding originality
 - ii. The candidate's contribution to knowledge has been substantial;
and
 - iii. The format of presentation of the candidate's work is acceptable
- f) d) The examiner shall be required to submit their detailed reports on the work within a period of one month from the date of receipt. If the reports are not received within one and half months, new examiners shall be appointed
- g) The examiners may recommend the candidate to appear for a *Viva voce* examination

5. Sandwich Programmes and Joint Degree

5.1 Sandwich Degree Programmes

- a) The students registered with universities with whom SJUT maintains active academic collaboration link in postgraduate training, shall have opportunities to conduct part of their coursework/dissertation/theses at SJUT as occasional or short-term students depending on the period, they would like to stay at St John's University of Tanzania.
- b) Admission into Sandwich programme shall be by way of application lodged at least six months prior to the commencement of the programme.
- c) The Application shall be addressed to the Senate through DGS and the Department which hosts the programme and shall indicate the duration which the Applicant would like to spend at SJUT. The application letter must be accompanied by the following documents:
 - i. Applicant's full curriculum vitae.
 - ii. A concise statement of the proposed project, including objectives, description of problem area, methodology, expected outputs, the period of research and places in Tanzania where the work will be carried out.
 - iii. Confirmation of availability of financial support to cover travel, fees, research funds and upkeep allowances, and/or any other material support for the intended research.

- iv. Names of two referees who are qualified in the field of research which the applicant wishes to undertake: and
 - v. Name of contact person in the department of intended study at St John's University of Tanzania.
- d) Students admitted under the Sandwich studentship shall, prior to commencement of their academic programme/research, be required to:
- i. Register and pay the due fees of one semester for the period below six months and full academic year fees for the period beyond six months
 - ii. Obtain Ethical Clearance, if necessary, from their countries and from the relevant authority in Tanzania, and Research Clearance.
 - iii. If a student admitted under the Sandwich programme wishes to extend his/her stay in Tanzania, he/she may apply for renewal of studentship at least two months before the expiry of their registration. The renewal letter stating justification for continuation of the registration must be sent to the Senate through UPoGSC and Deans and Directors Committee
 - iv. Honorarium at a rate prescribed from time to time by the SENATE shall be paid to a member of staff supervising a candidate under the Sandwich at an approved rate.

5.2 Double & Joint Degree Programme (D&JDP)

- a) Joint degree shall be understood as a degree programme offered in collaboration between at least two autonomous degree-granting institutions whereby the duration of the programme is jointly supervised, and time apportioned between the collaborating institutions. At the completion of the programme the candidate is awarded a single degree certificate issued by all the offering institutions.
- b) A joint degree programme shall operate under a prior agreed Memorandum of Understanding/Protocol/Agreement between the participating institutions

- c) A candidate under the joint degree programme shall be jointly supervised and spend at least 30% of the entire duration of the programme at each participating institution.
- d) The candidate must register in each participating University by meeting all admission requirements of the degree in the respective university each. A specific programme, providing details of the programme and specifying the grouping of subjects that a candidate is allowed to pick in the combination of degrees shall be developed and approved by each participating University SENATE.
- e) Programme fee and payment thereof shall be in accordance with terms and conditions of the cooperative agreement or consistently apportioned to the duration spent in the participating University.
- f) A special desk shall be established under the DGS to manage joint programmes in collaboration with the respective programme hosting Departments.
- g) The Degree Certificate awarded to a joint degree candidate shall bear the format (content, style, logos) agreed upon by all participating Universities and shall be duly signed by the statutory organs of all participating Universities. Any dispute arising between the universities/institutions participating in the JP on any matter involving the JDP shall be resolved amicably by the participating institutions through their appropriate good offices. In the event the dispute remains unresolved, it shall be referred by either party to the mediator appointed and agreed by both parties. In any case, the candidate shall not be affected by such dispute.
- h) Intellectual Property Rights for Joint degree Programmes In the absence of any agreement to the contrary, all research findings and innovations done during JDP studentship shall be jointly owned by the SJUT and the participating institutions and shall be protected under the Berne Convention, World Intellectual Property Organization, the Copyright Act 1999 and other international and national enactments on intellectual property. Refer to SJUT Intellectual Property Rights Policy.

6. Occasional Students

6.1 Entry Requirements

- a) The entry qualifications shall be as those prescribed for regular students.
- b) The application for Occasional Studentship must be supported by at least two referees. At least one of these must be an academic member of staff, who is well acquainted with university teaching and research.
- c) The admission of an Occasional Student will take into consideration not only the academic qualifications of the applicant, but also the availability of a local supervisor in the relevant Department where the applicant intends to undertake studies.
- d) While Occasional Students are not obliged to sit for the end of semester examinations, they are encouraged to do so. They may be allowed to take various courses by audit.
- e) Occasional Students shall pay their fees pro rata, in accordance with what is prescribed for regular postgraduate students.
- f) Occasional Students may register for some undergraduate courses.

7. Short-Term Students

7.1 Entry Requirements:

- a) The admission qualifications shall be as those prescribed for regular postgraduate students.
- b) Short-term students are expected to enroll in their courses for credit. Hence, they shall be required to appear for end of semester examinations.
- c) Short-term postgraduate students taking courses on credit will be governed by the general university regulations applicable to other relevant postgraduate courses.
- d) Short-term students may register for undergraduate courses, in which case relevant undergraduate regulations shall apply.
- e) Short-term students may enroll for training by research alone, in which case they will be assigned supervisors to guide them.
- f) Short-term students who attain the grade of B or higher in their prescribed postgraduate courses, may be allowed to change their status to a master's degree (in exceptional circumstances to a PhD degree) course.

- g) Short-term students shall pay their fees in accordance with what is prescribed for the regular postgraduate students
- h) Students from SJUT may register as short-term students in other universities and taken courses on credit will be governed by the regulations of those universities and the obtained credits can be transferred to SJUT. The maximum number of credits to be transferred to SJUT will be decided upon by the School/Institute/Faculty where the candidate belongs.

8. Honorary Degree Regulations

Following are guidelines for conferring honorary awards. SJUT may from time to time confer honorary awards on individuals.

8.1 Definition

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

8.2 Nomination of Candidates for the Award

- a) A proposal to award an honorary degree may be made by a member of the Council or a member of the Senate through form number (SJUT/PG. F016 & SJUT/PG. F017) and shall be communicated in writing to the Vice-Chancellor.
- b) Every such proposal shall be accompanied by a statement setting forth the honorary degree recommended and the detailed grounds on which the recommendation is based. Serving members of the academic staff of the University shall not be proposed, former member of the staff who has served the University shall be recommended if he/she has made substantial contribution worthy to be honored.

8.3 Procedure for The Evaluation of Candidates for The Award of An Honorary Degree.

- i. Upon receiving a proposal for the award on an honorary degree, the Vice Chancellor shall refer such a proposal to UPoGSC through the DVCA for consideration.
- ii. UPoGSC shall study all facts submitted to it and based on a confirmatory, two thirds secret ballot majority of all members of the Committee recommend award of the degree.

Any recommendation made by the committee for the conferring of any honorary degree shall be dealt with in the following manner: -

- i. The recommendation shall be made separately to the Council and to the SENATE. After consideration of all the facts, members of the Council and the SENATE shall vote independently by secret ballot.
- ii. An affirmative two thirds majority of the members in both Council and Senate shall be required for a decision to recommend for award of an honorary degree.
- iii. The results of the ballot shall be announced immediately in the same meetings of the Council and the SENATE. If the two thirds majority is not achieved at SENATE, the name of the candidate will be dropped.
- iv. The Deputy Vice Chancellor Academic shall serve as the Returning Officer of Council and SENATE.
- v. The Chancellor's approval shall be required before conferring an honorary degree.
- vi. The Vice Chancellor shall nominate a distinguished University Academician to serve as the University Orator for every honorary degree graduation of the University.
- vii. Honorary degree shall as a rule be conferred only in the presence of the recipient.

9.0 Deployment of Postgraduate Students as Teaching or Technical Assistants

- a. Unless otherwise stated, the application of these regulations shall only extend to full-time doctoral students registered at the University engaged in teaching or providing technical assistance in undergraduate courses at the University.
- b. Unless clearly provided for in the conditions of their scholarship, or otherwise directed by the Deputy Vice Chancellor (Academic), PhD students shall generally be under no obligation to teach. Equally, the Departments are not obliged to engage postgraduate students in teaching courses at the University.

9.1 Registration, Advertising, Selection and Allocation of Teaching

- a) Heads of Departments shall advertise available positions for postgraduate students in conspicuous places accessible to all postgraduate students three weeks before the commencement of the Semester in which the course is to be taught or technical assistance required.
- b) Each postgraduate student desirous of being engaged in teaching or provision of technical assistance shall be required to apply for the post through his/her respective Head of Department clearly stating the course he/she wants to be engaged in.
- c) The teaching or technical assistance positions and opportunities advertised shall indicate clearly courses or modules, hours involved in terms of preparation, delivery, assessment and training that will be required for the teaching role or provisions of technical assistance.
- d) To ensure that teaching standards are maintained, the selection process carried out at the Departments shall include an assessment against qualifications to ensure that students have the necessary qualifications, skills and experience for the teaching or technical assistance activities allocated.
- e) Departments shall draw up a matrix of teaching or technical assistants activities and allocate these to students who have been selected. Selected students will be provided, in writing, with the teaching matrix which confirms details of the teaching or technical assistance activities allocated and a breakdown of the agreed hours of engagement.

9.2 Responsibilities of Teaching Assistants

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

9.3 Hours of Work

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

9.4 Remuneration

Payment to postgraduate students engaged in teaching or provision of technical services shall be in accordance with the terms and conditions of the Scholarship. Departments may provide some payment as agreed, in writing, between the Head of the Department and the student and approved by the Director/Associate Director, Dean/Associate Dean and Deputy Vice Chancellor (Academic). The University may waive fees or any portion of monies due to the University to postgraduate students who have been deployed in teaching or providing technical assistance at the University in accordance with these Guidelines.

PART II: GUIDELINES FOR WRITING RESEARCH PROPOSAL, DISSERTATIONS & THESIS

10. Introduction

These guidelines aim to help you prepare for submitting a St John's University of Tanzania (SJUT) research proposal, paper/manuscript and a full dissertation or thesis report. The guidelines apply to all postgraduate students at SJUT.

Every candidate and supervisors during the whole course of studies shall be required to follow the guidelines and criteria approved by the University SENATE as described in this handbook.

10.1 Definitions of terms

- a) Research proposal: A research proposal is a concise and coherent summary of a proposed research.
- b) Dissertations: Dissertations are research studies written by students at master's/PhD level in a programme which is largely coursework but with some research.
- c) Thesis: A thesis is a longer and more in-depth research study, written by students at master's and PhD level whose programme is mostly research, apart from a small number of required courses.

• Masters Level Research

The student at master's level is building on the basic knowledge gained at bachelor's level and should be able to present the results of research in a scholarly manner. A candidate at master's level is expected to make a limited but useful contribution to the body of knowledge. The study is part of the research effort of the university and must contribute to a particular area of research being conducted by the supervisor.

• Doctoral Level Research

Research at doctoral level assumes a candidate is well grounded in research skills. Therefore, a supervisor should recognize, encourage, and expect a doctoral candidate to make a distinct and original contribution to the field of knowledge. The doctoral student should demonstrate a deep and broad knowledge of his/her chosen field, and display evidence of a high level of critical thought and practice. He or she should be doing research which will contribute to or establish an on-going research programme at SJUT.

Staff members undertaking research studies to obtain qualifications should be contributing to the research effort of the University and be working with staff at the university in building a sound research focus at SJUT in their area of study, regardless of where they are registered, or where their studies are being conducted.

10.2 Composition of Research Proposal

The proposal shall be comprehensive and should not exceed 25 pages in length, typed in 12-point font (Times New Roman) and have double-spaced lines. Proposal should compose Introduction, literature review, Methodology, budget and time frame. See the example below.

Proposal Preparation

The proposal submitted to SJUT at any level may have the following composition.

a. Front page: The front page shall have items named and arranged in the following order:

1. Name of the candidate:
2. Registration number of the candidate:
3. Proposed degree programme:
4. Department:
5. School or Faculty:
6. Name of supervisor(s):
7. Title: Give a title to the thesis problem. The title should be concise and clear.

From the title, the reader should be able to predict fairly accurately what the thesis will be about.

b. Declaration and Certification Page Proposal submitted at any stage of evaluation should have student declaration and supervisor certification, where both student and supervisor shall sign appropriately as seen in the layout below:

Declaration and Certification

“I ... (Name of the candidate), declare that this proposal is my original ideas, and that the proposed research has not and will not be presented or conducted elsewhere in a similar manner for either award or as a research project”.

Signature of the candidate: Date.....

“The undersigned certifies that he/she has read the proposal and satisfied that this is the original work of (Name of the candidate) who has registered for postgraduate degree programme at St John’s University of Tanzania”.

Name and Signature of Supervisor Date

Name and Signature of Supervisor Date

Name and Signature of Supervisor Date

Main body of the proposal

The main body of the proposal should have the following composition arranged and numbered as follows:

1. Introduction:

A proposal should contain an introduction section which gives background information and a setting to the problem of the proposed research. It is in this section that the applicant comprehensively reviews the literature pertinent to the problem: to show what other people have published on the problem (citing specific authors where appropriate), what gaps of knowledge still exist, and what additional research needs to be done. It is also in this section that the candidate demonstrates his/her mastery of the theoretical subject matter in research area, and where he/she presents the hypotheses to be tested in the proposed research. Often it is useful for the candidate to divide the introduction section into sub-headings to include:

1.1 General introduction: Defining the problem area.

1.2 Statement of the problem: Delineation or identification of the problem.

1.3 Purpose/Objectives: Spelling out the specific objectives.

- 1.4 Significance of the study: Elaboration of the importance of the study and advantages to be derived.
- 1.5 Literature review: Focusing attention on the relevant literature on the problem, including findings by other researchers.
- 1.6 Hypotheses/Research questions: Questions and proposition summarizing the applicants expected findings in the proposed research and presenting a clear rationale for each hypothesis or research question. For every hypothesis variable to be measured/tested should be clearly stated.

2. Methods and Materials

A research proposal should contain a section giving details on the materials and methods envisaged to be used when conducting the research, this may also refer to Experimental set up/design depends on the specialty. The section might have the following composition, if applicable, then sub headings numbered after the main numbering of section should be used i.e. 2.1, 2.2, etc:

- i. Location(s) where the proposed research will be carried out should also be given in this section.
- ii. Equipment/instrument specification - If particular instruments are to be used, their details and specifications should be presented.
- iii. If the data is to be collected through sampling, the research design and sampling procedures should then be described.
- iv. If tools such as questionnaires will be used, samples of the proposed tools should be presented as appendices.
- v. If standard methods are to be used, full references should be given. In case new methods have been developed by the applicant, these should be described in sufficient detail.
- vi. Data analysis plan should also be included.
- vii. If any limitations to the methods are known, these should then be pointed out.
- viii. Ethical consideration.
- ix. All the research tools should be provided as appendices after the reference list.

3. References

At the end of the research proposal, the candidate should have a section where he/she lists all the references cited in the text. He/she should present the references in an acceptable manner as provided in item....

4. Other Relevant Information

4.1 Financial Arrangements This section should give the source of funding required for the proposed research and also the proposed budget.

4.2 Duration This section should give the total time within which the research is expected to be completed and also a schedule of activities showing the sequence of the research activities, in the form of a time activity chart.

11. How to Write a Thesis, Dissertation or Research Paper – An Overview

All these types of Research outputs are in a logical form. It helps if you think about it as telling a story. You lead the reader through the story of your study, and you avoid telling the reader what you learnt until the right point in the story. You set the background (introduction), identify that there is something that we do not know but that we need to know (problem statement), find out more information (literature review), then you say what you did to solve the problem (methodology). After that you tell the reader what you found (results). You then try to understand the results better and work out what they mean (analysis). Next you try to interpret what the results are telling you by making suggestions that will explain what you found (discussion) and what you think could be done with your findings (recommendations). Finally, you summarize the results and recommendations at the end so that the reader can note them easily (conclusions).

Lastly you make a summary of everything (problem, methods, results, findings, conclusions) and put it at the start (Abstract).

You also have to provide important information at the start and end of the thesis to complete the whole story. So, this is what your story will look like:

Research Thesis or Dissertation Contents

Title page
Preliminary Pages (see below)
Abstract

Chapter 1: Introduction
Chapter 2: Literature Review
Chapter 3: Methodology
Chapter 4: Results
Chapter 5: Analysis of Results
Chapter 6: Discussion of Results
Chapter 7 Conclusions and recommendations
Reference List
Appendices
Informed consent form
Data collection instrument(s)
Ethical clearance form

** The format of the thesis will depend on the nature of the study (Social science/Pure science)*

11.1 Section Details

11.1.1 Title

The proposed research title must reflect what it is the candidate is actually intending to do in the thesis. A rough guide is to aim for a title that is no longer than 15 words. If it is longer than 15 words, then the candidate should submit a short title with a longer sub-title.

11.1.2 Preliminary Pages

These are important pages that have to be placed at the start of your thesis for official and legal purposes. They must be completed before the thesis can be submitted for examination. For example, they define the copyright ownership. Full details are given in Appendix 2 below.

11.1.3 Abstract

This is a concise summary of all the key issues in the study. This contains a brief outline of the topic, methods used, the subjects, and the main results, conclusions and recommendations that were found. The abstract is the most read part of any research paper.

- It tells people what the work is about and what it found, so that they can decide whether to read the rest of the paper or thesis.

- It is often used to tell people about your research in library databases, press releases, and other websites.
- It should be no more than about 300 words. The abstract not only includes information about the background, objectives and methods, but also reports on the results, conclusions and recommendations.
- It should stand on its own and therefore it should not refer to any other part of the report, such as a figure or table. Immediately following the abstract, 3-5 keywords should be listed.
- These are words that might be used by people searching for papers on the particular topic you have chosen. Keywords need to be both general and specific (e.g., Education, Mathematics Teaching, Primary school, Tanzania, Africa)

11.1.4 Chapter One: Introduction

Chapter overview
Background to the study
Clarification of definitions and concepts
Statement of the problem
Research aims in the form of overall objective, specific objectives, Hypotheses or Research questions as appropriate
Purpose and significance of the study

- **Background to the study**
Outlining the background to the candidate's research locates the research in the broad subject area and contextualizes the research, in global, regional, national and local contexts. It gives the broad picture of the situation you are about to study.
- **Clarification of Definitions and Concepts**
The definitions or clarification of concepts is important to demonstrate that the student understands the technical demands of his/her field and to clarify them if he/she is adopting or expanding on these concepts. Consequently, this section should indicate how a researcher will use the key concepts in the field and in his/her area of research. For example, Poverty can be physical, economic, emotional, spiritual or a state of the mind. If you want to study only economic

poverty this needs to be made clear, giving an explanation of the alternatives and your choice. In the definitions table you will also define it without giving the reasons. This section may also help to clarify what the researcher is going to measure, and how it will be measured.

- **The Problem statement**

The problem statement provides information on:

- Background (what is the context?)
- Problem identification (what is wrong?)
- Scope (how big a problem is it?)
- Consequences (what happens if the problem continues?)
- Knowledge gaps (what is known and not currently known about the problem?)
- Proposed solution (how may the study help to solve the problem?)

This section demonstrates that the candidate is familiar with the subject area and the overall context of the research.

- **Research objectives and questions**

This section is crucial and should be written very carefully when you are familiar with the subject, and understand the problem.

- **Overall Aim or Objective**

The overall aim / objective is a short broad statement of what the research project is seeking to achieve, and must follow logically from the main problem. Specific Objectives, Research Questions, or Research Hypotheses. The specific objectives state more exactly what the research seeks to achieve. Research questions and research hypotheses are similar but expressed in different ways.

Example

Research Aim: To Compare Malaria Prevention Methods

Specific Objectives:

- To compare the four most common ways of preventing Malaria in Tanzania
- To find out what percentage of people use these methods

- To identify reasons why people do not use these methods

Written as Research Questions these might be:

- What are the four most common ways of preventing Malaria?
- What percentage of people use each of these methods?
- What reasons do people have for not using these methods?

Written as Hypotheses

- The four most common ways of preventing Malaria are: Nets, Spraying open water, Insect repellent creams or sprays on the body, and Covering up the body
- Over 50% of people use each of these methods
- People do not use nets, or cover themselves with clothes, because it is too hot
- People do not use sprays because they are too expensive

Note: hypotheses are tested by a statistical test. Not every study has hypotheses, for example an exploratory study using a qualitative approach may not have hypotheses. In practice writing Research Questions and Hypotheses help you to focus on the subject at the planning stage. Usually only one or two of these three ways of describing the aims need be written in a thesis or paper. Do not simply duplicate the same statements three times! The rest of the proposal must then be focused on achieving these objectives, answering the questions, or testing the hypotheses.

11.1.5 Chapter Two: The Literature Review

Literature Review
Chapter overview
Literature review
Conceptual / theoretical framework (if used) or conceptual model (if used)
Chapter summary

Every research study contributes to the literature on the subject. Therefore, students must search to find out what has already been studied. Strangely in most cases, hardly anyone will study the exact subject you want to examine. However, many people will

have done work on topics related to your particular study, perhaps in a different place, or at a different time. Your aim is to find these, summarize them, say what is good or bad about them, and how they relate to your research. Both theoretical literature and empirical literature must be addressed. The review must be structured in a logical and clear manner. Use sub-headings when you move on to a different aspect of the literature. For example, Studies in Other Countries, National Studies. It should address literature that is related to the title and objectives, and should consider research carried out by others that is related to the research questions.

- It must critically analyse and synthesize data from the literature, and identify the gaps and misunderstandings in present scholarly knowledge or research.
- The literature review must include up-to-date literature; historical literature is also relevant in some studies.
- Literature that presents different opinions should be included; the researcher aims to make a balanced and objective argument based on the existing literature.
- You should provide information about the research studies referred to, for example; “Bwena (2009) reported on a study in Northern Kenya, with a sample size of 200 women. He noted that ...”

Note that you use the past tense to describe what other people did.

- **Conceptual / Theoretical Framework or Conceptual Model.**

This is sometimes helpful in explaining the structure and philosophical approach to the research (it is not appropriate to use a conceptual framework in all research designs, for example a purely qualitative exploratory study would not have this). Quite often it can be left out of the thesis.

11.1.6 Chapter three; Methodology (Methods)

Chapter overview
Type of study: description, justification: strengths and weaknesses of the method
Location, population and sample size, sampling & recruitment procedures
Study protocols / procedures
Methods for ensuring validity and reliability
Data analysis methods and plan
Ethical considerations
Overall limitations of the study
Chapter summary

In the methodology section, the researcher must explain exactly what he / she intends to do. The methodology is the methods you use to find the answers to the proposed research problem. What information does the researcher need? How is the information to be collected and collated? How is the information going to be analyzed? In a survey the research questions could be some of the questions on the questionnaire or interview schedule. For some disciplines there will be specific and well defined methodological procedures and they should be stated in this section of the research proposal.

- **Type of Study: Description, Justification, Strengths and Weaknesses of The Method**

The researcher should outline the method, and provide a rationale or justification for the choice of methods.

The strengths and weaknesses of different approaches should be noted. What did other people do, and what were the problems or limitations?

Did the people you asked know the answers? Could people have told lies in a survey?

Why might they have told lies?

- **Location, Population and Sample Size, Sampling & Recruitment Procedures**

You must give full details of the subjects. For example:

- What are the laboratory procedures, number of specimens etc.
- For a literature research study what sources will be searched.

- In a case study, how will a survey questionnaire be developed and pretested, and used. What is the target population, and how will people be chosen? How many people?

Population

Population is a very specific term used in random sampling. It is the whole group of people or objects who are the subject of your investigation and who have the same characteristics as far as your study is concerned. A random sample is just that – a random selection from all the people in your population. People who are different in some way, or who are specifically chosen, are not part of a survey population. For example, if you deliberately survey a few key respondents, such as Education officers, and School Principals, then they are not part of the population, even if you ask them the same questions. You must treat their results separately and not merge them into the statistical analysis. If you want to include them then they have to be the result of a random sample of everyone in the population. In any case you might expect different answers from them so you should distinguish their results.

You might survey all students at a school. That could be the population, However you might expect different answers from different year groups so you may want to run a randomised structured survey – i.e. you select at random the same number of students from each year group.

Note that the sample size is the actual number of people who respond, not the number of people asked (since some will refuse to participate).

- **Opinion Surveys Measure Opinions Not Facts**

Note that in a survey you are only finding out what people think. It is opinion only and not fact. If you want to know facts you must research the literature, or consult experts. For example, ordinary people can tell you what they think is causing environmental damage, but only experts who have studied the problem can identify the real reasons, which may be quite different. Many people thought Global warming was causing the glaciers on Kilimanjaro to melt, but the real problem is that people have been destroying trees in the area so there is less water. Once the government banned cutting trees, the glaciers stopped disappearing (in fact global warming is affecting the glaciers but only slowly). Of course, some questions can give facts. For example, “how many children

do you have?” should result in a fact. The researcher must show that you understand how to do the research in order to get the answers to the research questions.

- **Study Protocols / Procedures**

How did you collect the data? Group discussions, personal interviews, observation, or measurements. Did you meet people outside their workplace or in their homes?

- **Methods for Ensuring Validity and Reliability**

How did you ensure the data is accurate? Methods of recording, cross-checking data entered in a computer? Language issues?

- **Data Analysis Methods and Plan**

A brief description of how you analysed the data is needed

- **Ethical considerations**

Ethical considerations are important in all research studies and are particularly important to SJUT as a Christian university. All researchers must include information about ethical issues in the research, and should all study and comply with the SJUT “Ethics in research” policy. The researcher must identify relevant ethical issues and explain clearly how they were addressed practically in the study. The quality and accuracy of the study are ethical issues themselves; whoever reads the published report with the intention of using the findings, expects that the findings are reliable and valid.

Issues to cover include informed consent, confidentiality issues, risk-benefit analysis, protection of human subjects, dealing with gender and people who are “at risk” (children, women, invalids), using dangerous chemicals, and studies which affect the environment. What did you do?

- **Overall limitations of the study**

What are the limitations of the study? Does it apply to everyone in the world, in Africa, in Tanzania, or only in the school you studied?

11.1.7 Results

Results should be presented clearly and concisely. The data should be presented in the form of graphs, tables, diagrams, pictures or in words. It should be presented only once, in the most effective manner. All figures and tables must be clearly labelled.

The data should be presented in the form of averages and percentages, rather than the raw data itself, but you should not interpret the data in the results. That comes later.

11.1.8 Analysis

Analysis is looking at the data and finding relationships. Is there a difference between male and female respondents' answers? What amount of fertilizer gives the best yield of a crop?

Sometimes it is clearer to put the results and analysis into one chapter. If there is a lot of data it is better cover each result and analyze it, and then move on to the next result.

Analysis is reporting what the data tells you. It is not your opinion of what the data means. For example, *“The results showed that women liked to watch football just as much as men, but that they played it less”*. Your opinion of why this is the case or what it means comes in the discussion section.

11.1.9 Discussion

In the discussion you have the chance to say what you think the data means. You interpret the results and draw your own conclusions.

For example, *“The poor results at form four suggest that the standard of teaching is very poor. This may be because of the lack of text books.....”*.

“Women may play less football than men because of social pressures, or because they prefer to play other sports, or they may fear injury. However, in other countries this is not the case (Jones, 2014). It is important to know because women may therefore be less fit than men if they do not take enough exercise. This requires further research”.

Remember though it is what the results are telling you – not just your biased opinion!

The discussion will include the significance of the results, comparing them to previous study results and expected results. Does the data confirm the original hypotheses?

11.1.10 Conclusions and recommendations

Conclusions are a detailed statement of the new knowledge that has arisen from this study. Generally, this will be the second most read part of your report after the abstract.

Conclusions are based on the results of the study, and do not necessarily represent the personal views of the author.

Recommendations should be logical, practical and creative suggestions for practice and for subsequent research. For example, “Research should be conducted into the reasons why women play less football than men”

The most important conclusions and recommendations should be included in the Abstract at the start of the report.

11.1.11 Reference list

All references referred to in the text are listed in the reference list at the end. They are arranged alphabetically, strictly following APA format. Properly used reference programmes such as the Word referencing system will help to produce an error-free bibliography.

All sources must be acknowledged with complete references, including personal communications, provided you have permission to quote them.

Students must perform cross-checks to ensure that all the references are present. This means that when the report is written you must check every reference in the text to see that it is in the reference section, and vice versa.

11.1.12 Appendices

These contain the following: Informed consent form, Data collection instrument(s), Questionnaires (English and Swahili if used), Ethical clearance form.

Preparing the text

Scientific English writing style

The aim of writing in academic English is clarity and consistency. Key points are:

- Write clearly and simply so that others can understand.
- Define technical terms clearly.
- Keep sentences short.
- Paragraphs should discuss one issue only.
- Structure the work so that headings, subheadings and paragraph contents are logically organized.
- Use the third person: instead of “I found ...” write “the researcher found ...” or “it was found ...”. The words “I”, “me” “we” “us” and “you” are generally not used (exception: some American Journals prefer the use of “we”).
- Use SI units (kg, m, km) not Imperial (foot, inch, pound, mile)

Scientific writing generally uses only a few adjectives and adverbs.

Do not use emotionally laden phrases or exaggerations.

Technical terms such as statistically significant, respondent, informant or participant must be used correctly.

Do not make unsubstantiated claims (claims with no evidence to support them) or broad generalizations.

Apart from the discussion do not express personal opinions.

The English of the dissertation must be of a high standard. If editorial assistance is used it must be strictly limited to English language issues.

SJUT has good resources for improving written English in the library and students are encouraged to use these.

12. Direct Quotations

Avoid frequent and long verbatim (word-for-word) quotations.

Any quotations should generally be less than five lines in length, and should generally be less than 5% of the literature review.

Researchers must show that they can critically analyse and paraphrase literature (including verbatim quotations). Long quotations do not allow the reader or examiner to judge whether the writer understands the material.

13. **Plagiarism**

Copying detailed phrases and sentences directly from any source is plagiarism unless it is placed in inverted commas and properly cited). Plagiarism is a serious offence that is not tolerated at SJUT. **Any work or Chapter containing Plagiarism is marked as zero automatically, and this usually means you fail the course!**

14. **Computer Spelling and Grammar Checkers, and Pre-sets**

Correct English grammar, spelling and punctuation are used.

Use of the Word programme spelling and grammar check will help to reduce mistakes but must be supplemented by careful proof reading.

Researchers should reset their language default mode as English (UK) and keep to this throughout their work (e.g., use centre, metre, litre). Note that most computers come with American English as the preset mode (hence center, meter, liter).

Also make sure your default paper size is A4 (again most computers and printers are preset with the smaller American paper size (letter).

The research proposal methodology section is largely written in the future tense. When reporting research findings, the researcher uses the past tense.

15. **Acronyms**

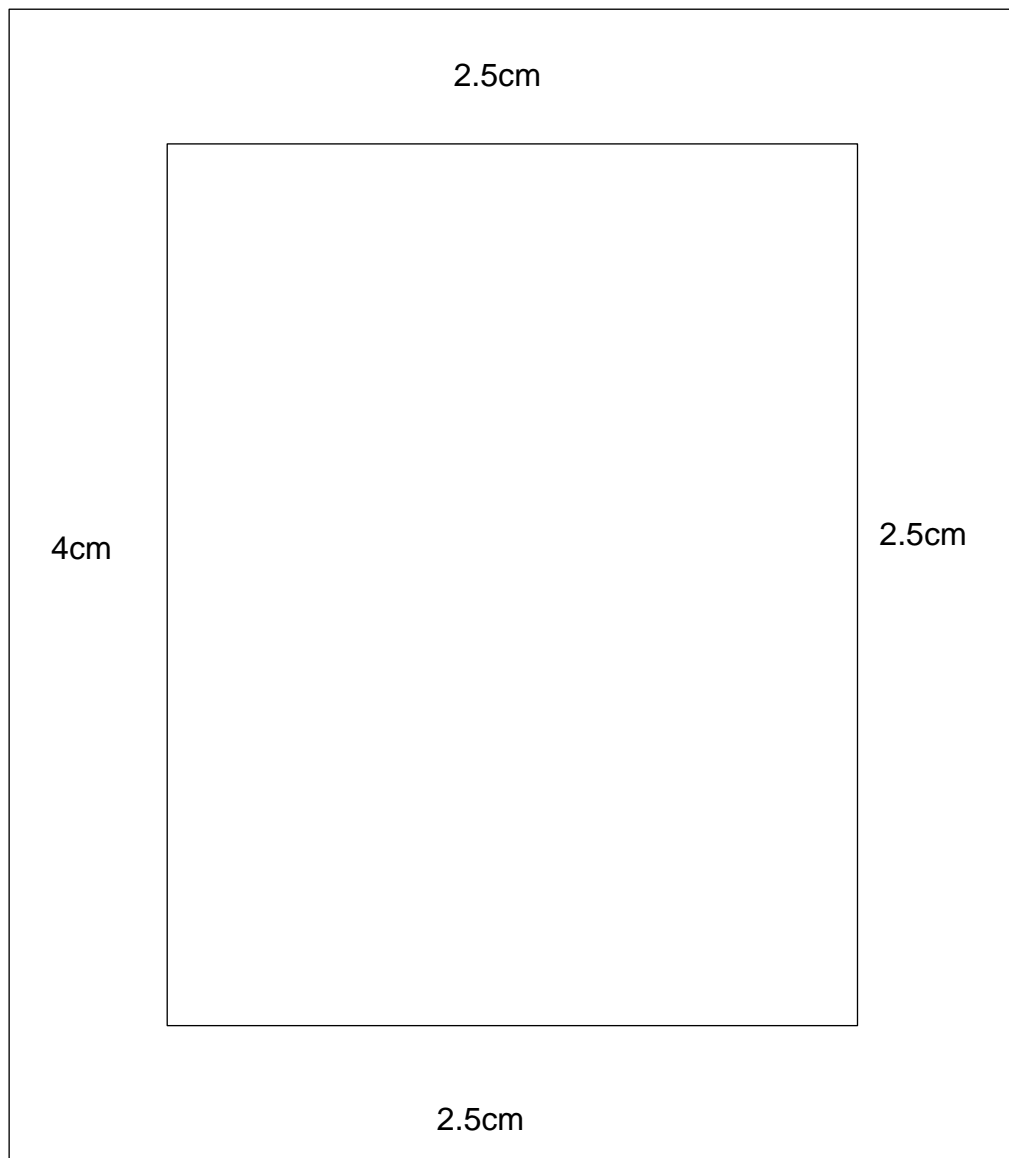
Acronyms (SJUT, FAHE etc) can be used but they must be fully explained in the list of Definitions, and also when the name first appears in the text (e.g., Saint John's University of Tanzania (SJUT) is growing. SJUT has over 5000 full time students....)

16. Format

Fonts, page numbers and margins

The research proposal / report should be 1.5 line spacing and in 11pt Arial font. The text must be typed on a single side of A-4 sized paper. There should be one extra space between paragraphs. The text should be formatted to the left-hand side without any hanging paragraphs, justified, and all figures and tables centred.

Number the preliminary pages in lower case Roman numerals (i.e., i, ii, iii....) starting with the title page. Number pages of the report in Arabic numerals (1, 2, 3 ...) in sequence throughout. The page numbers should appear at the bottom of each page, centred. The left-hand margin must be 4.0cm wide from the left edge of the paper while the other three margins are set at 2.5cm.



PART III: APPENDICES

Appendix 1: An Example of a Title page

For students, the title page should be presented as in the following example:

ST JOHN'S UNIVERSITY OF TANZANIA



MASTER OF SCIENCE IN MEDICAL GEOGRAPHY (MSc.MDG)

**SPATIAL AND TEMPORAL CAUSES OF EBOLA OUTBREAK IN EASTERN
CONGO. A PARTICIPATORY GEOSPATIAL BASED ANALYSIS.**

BY

CIPEGWA YOHANA MAVULA

**A DISSERTATION SUBMITTED IN PARTIAL FULFILMENT OF THE
REQUIREMENT FOR THE DEGREE OF ST JOHN'S UNIVERSITY OF
TANZANIA**

2021

Appendix 2: Details of Formatting

Abstract

The page is headed **ABSTRACT**, which is centred.

Headings

All the page headings such as copyright statement and abstract should have the heading in capitals, bold and centred. Headings in the main text should follow the layout as specified below.

The chapter heading is centred, bold and capitalized, for example:

CHAPTER ONE INTRODUCTION

The following levels of sub-headings should follow this layout (left justified):

SECTION HEADINGS

1.1 Sub-headings

1.1.1 Sub-sub-headings

- *Points under sub-sub-sub-headings*

This is very easy to do in Word if you make use of the formatting text options, and also use the “paintbrush” icon to copy the format of text.

The number 1.0, 2.0 and so on, are not used. The major heading after 1.1 is 1.2. Chapter 2 uses 2.1, 2.1.1 and so on. The number is in the same font as the heading and tab settings should be used so as to tab out from the number to the words of the heading.

Tables

Format tables so that they are not split between different pages unless they are larger than one page. Single line spacing should be used in tables. Data that is generated by the researcher does not require referencing. Acknowledge the source of data cited from other sources for example (Mwilenge, 1998, p.62). This reference is placed in brackets,

justified to the right, below the table. Tables should all be labelled above the table, in bold sentence case, and both title and table are centred. An example of a table title is as follows:

Table 5.3. Number of patients with hospital acquired infection in ten clinical areas of Dodoma Regional Hospital

Note that the table and figure numbers use the chapter number, and then consecutive numbers from 1. Thus table 5.3 is the third table in chapter 5. The title of any illustration, table or figure should be comprehensive enough to allow it to “stand alone”, that is, be understood outside the context of the study.

Figures

Figures (including diagrams, charts, graphs and pictures) should all be labelled above the figure as per the following example:

Figure 4.2. Features of Henderson’s Theory

This title and the figure should both be centred. If a source other than the researcher’s own data is used, this must be acknowledged immediately under the figure, for example (Najinsky, 2012, p. 24), in brackets and justified to the right.

Numbers in the text

In numbers with more than three digits, leave a space instead of comma between each group of three digits, for example 3 624 348; 20 000; 233 015. For numbers zero and unit, precede the decimal point with a zero, e.g. 0.83; 0.7. Spell out numbers in full from zero to nine, but use figures for greater numbers than nine, e.g. seven respondents; 15 respondents, etc. Use figures whenever a number is followed by a unit of measure, and for days, years, dates, page numbers, classes, and so forth. Examples include: 7kg, 0.3g, 3days, 5 years, page 13. Spell out simple fractions in full, for example: a quarter, a half, two thirds, instead of $\frac{1}{4}$, $\frac{1}{2}$, $\frac{2}{3}$. For larger numbers use the standard notation, for example 1300000 should be written as 1.3×10^6 . Use the % symbol only with figures, for example, 73%. Otherwise spell out the word percent or percentage.

Units of measurement

Units of weight and length should be reported in SI units. Hectares should be used rather than acres. Temperatures should normally be reported in degrees Celsius (C). Times should be reported in terms of the 24 hour clock. Dates referred to in the text should generally be reported as per the following example: 28th January 2017.

Appendices

These are placed after the chapters and before the list of references. Examples of what should be included are indicated in Table 1. Appendices are labelled as “APPENDIX A: INTERVIEW SCHEDULE”, and so on, in capitals, centred at the top of the page

Appendix 3: APA Referencing

All references are arranged alphabetically under the capitalised and centred heading of **REFERENCE LIST**.

All researchers must reference all sources. This is one aspect of avoiding plagiarism. The American Psychological Association (APA) style should be followed for in-text references and the final reference list, unless the faculty policy directs otherwise. If a particular faculty uses another style it must be used accurately and consistently throughout the work. There are detailed instructions on the use of APA and other formats available via the internet. Every researcher should make sure they have a copy of a full and detailed version of these instructions. The following sections provide examples of APA referencing style.

In text references

References should be given as surname and date as follows:

Smith (2016) found that

Research in Nigeria gave similar results (Brown, 2016) .

The growth depends on the cultivar (Armstrong, 2011; Major 2016; Jones and Smith, 2017)

Kubuta (1997) identified the following issues: Poverty, poor housing and health.

It has been reported that in rural areas of Tanzania, access to clean water is still a problem (Mendela, 2014).

In text references that relate to verbatim quotations

The quoted material must be in inverted commas, and the author surname, date of publication and page of publication is included, for example,

Kubuta (1997, p. 64) states : “Homosexuality is...”

“The standard of hygiene in the squatter settlements of Nairobi is dangerously low” (Mendela, 2015, p. 37).

In text references with multiple authors

For references involving two authors, quote both each time. When referring to work by up to four authors, list all of the authors the first time. Subsequent citations of this work require only the surname of the first-listed author followed by ‘et al.’ and the year of publication. For more than four authors use only the surname of the first-listed author plus ‘et al.’ in all references including the first, and the year of publication. However give all authors in the Reference list at the end.

Do not use author’s initials in the text unless there are two authors with the same surname.

Reference list citations

Single author

Bem, S. (1993). *The lenses of gender. Transforming the debate on sexual inequality*. New Haven, CT: Yale University press.

Two authors

Anderson, J., & Poole, M. (1998). *Assignment and thesis writing*, (3rd Ed). Brisbane: John Wiley & Sons.

Three authors

Bloom, B., Madans, G., & Hastings, J. T. (1981). *Evaluation to improve learning*. New York: McGraw – Hill.

Four authors

Binney, M., Harris, J., Martin, K., & Curtin, M., (1991). *Jamaica’s heritage, untapped resources*. Kingston: Mill press.

Multiple authors

When the literature referred to has up to seven authors, they should all be listed in full. When there are eight or more authors, list the surnames and initials of the first six authors, put in three ellipsis points, and then follow these with the last author's surname and initial. Provide the other publication information according to the type of publication. An example is: Andrews, C., Close, G., Deacon, C., Abrahams, T., Leininger, M., Orem, L., ... Nightingale, M. (year). (followed by details of the work as appropriate to its form).

Two books by the same author in a single year

Berk, L. (1997a). *Child development*. Boston: Allyn & Bacon.

Berk, L. (1997b). *Infants, children and adolescents*. Boston: Allyn & Bacon.

Corporate authorship

Office of Technology Assessment. (1992). *Testing in the American Schools: Asking the right questions*. (OTA-SET-519). Washington, DC: U.S. Government Printing Office.

Australian Government Printing Service. (1996). *Style manual for authors, editors and printers, (5th ed)*. Canberra: Australian Government Printing Services.

United Republic of Tanzania. (2005). *2002 Population and housing census. Village and street statistics. Age and sex distribution. Manyara Region. Volume VII*. Dar es Salaam: Government Printer.

Journal article

McNamara, E., Evans, M., & Hill, W. (1986). The reduction of disruptive behaviour in two secondary school classes. *British Journal of Educational Psychology*, 24(2): 209-215.

Chapters in edited books

Naidoo, B. (2000). Evaluating the use of public health risk factor simulation models. In M. Thorogood & Y. Coombes (Eds.), *Evaluating health promotion: Practice and methods* (99–109). Oxford: Oxford University Press.

References from internet sources

- If author, person, group or organization are available.
Howard, B. H., Phillips, C. V., Matinhure, N., Goodman, K. J., McCurdy, S. A. & Johnson C. A. (2006). Barriers and incentives to orphan care in a time of AIDS and economic crisis: a cross-sectional survey of caregivers in rural Zimbabwe. *BioMed Central Public Health*, 6(27). Retrieved June 26, 2006 from <http://www.biomedcentral.com/content/pdf/1471-2458/6/27.pdf>
- If no author information is available on the webpage.
Get Great information Fast, (webpage) (1998). Retrieved February 2, 2010 from <http://www.newcastle.edu.au/department/socialappetite.htm>

SUBMISSION OF COPIES

Students should note that submission dates must be adhered to strictly. Information on these dates is available from the DGS.

Student report submission

Three printed copies of the research report are to be submitted to the DRCPGS. This is to be bound, but not with spiral binding. The front cover of the student report should be in light blue soft card. It must have NO identifying names nor registration / examination numbers nor name of supervisor. Any pages with identifiers (eg informed consent form) must have in place of the names. In the case of the ethical clearance certificate and introduction to the research site, the student should use copies with the identifiers blocked out. The certification page (signed by the supervisor) and the declaration page (signed by the student), must be submitted separately and not bound into the document.

Final submission research reports of masters and doctoral students are to be submitted after external examination and corrections are complete. The final submission of two copies are to be black stiff-bound, with the author's surname, initials, degree and year of graduation appearing in gold on the spine. The front cover has the following information in gold lettering: St John's University of Tanzania, title of study, student name in full, degree, year of graduation. The gold lettering should be neat, clear, and at least 0.5cm high. On the front cover the lettering is centred. On the spine there should

be no lettering within 3cm of the edge of the book. An additional copy should be produced if the supervisor requires it.

Staff submissions

Staff should submit copies of research papers and proposals to the DGS following the instructions in the Ethics in research policy.

LENGTH OF STUDENT PROPOSALS / REPORTS

Table 2 provides guidelines on the length of proposals and reports. This table shows suggested minimum and maximum word limits, and is excluding references, appendices, list of contents and any other pages where roman numerals are used to indicate that the page is extra to the main report. Marks may be deducted if the word length does not meet this guideline. Page length is estimated on the basis of 200 words per page. Please note that the actual word length (rather than page length) is to be adhered to.

Table 2. Word length of student research documents

	Minimum – Maximum word length	Approximate page length (minimum – maximum)
Level of study	Proposal	Proposal
Bachelor’s degree	3,000-6,000	15-30
Postgraduate Diploma	6000-7500	25-30
Master’s degree	7,500-10,000	25-35
Doctorate	10,000-15,000	35 - 50

SUPERVISOR AND RESEARCHER ROLES

Supervision at SJUT

Students must have a primary supervisor as described in section 4.2 (f). The primary supervisor will normally have a PhD.

Responsibilities of supervisors and advisors

Expertise and Training for Supervisors

- The supervisor must:
- Be familiar with all of SJUT's guidelines and regulations relating to research and the ethical clearance process, and ensure that the student is guided in their use
- Be aware of the scope and standards of research expected at the level of students supervised
- Remain up to date with research methods and processes within the field of study
- Attend any training on research supervision organized or recommended by the SJUT authorities. This may include the use of webinars or other internet methods of delivery.

Responsibilities in Developing a Study

- The supervisor must ensure that the study is
 - Feasible, legal and ethical
 - Consistent with the mission and values of SJUT
 - Contributes to the research programme of SJUT
 - When the proposal is completed to a satisfactory standard the supervisor must sign the relevant section of the clearance form

Responsibilities throughout the period of study

The supervisor must:

- Be available to meet with the student regularly by appointment
- Assist the student to find references for the literature review
- Check that the student is maintaining satisfactory progress
- Provide adequate advice and encouragement on the work
- Provide regular and critical feedback on the work (supervisors are recommended to use 'track changes' editing systems, but mainly using the comment boxes to avoid students simply 'accepting all changes'. Students learn more by actively making the corrections themselves)
- Maintain a positive attitude and relationship with the candidate
- Read and review and proposals, papers, theses or dissertations that the student produces.

- Provide constructive and formative feedback to the student within 2 weeks of a document being submitted under normal conditions
- Encourage the student to undertake regular self-assessments and to discuss these with the supervisor
- Help the student to ensure that the thesis or dissertation meets the requirements of the University, including layout, logical and ordered presentation of information, correct use of English, correct referencing, and absence of plagiarism, by providing clear direction and guidance throughout the study.

Thesis Preparation and Submission

Before final submission of work for examination the supervisor must have read the entire final draft and be satisfied that:

- It is ready for examination
- The thesis is the work of the student, and any information taken from other sources or individuals is acknowledged as such
- There has been a plagiarism check and that there is no plagiarism in the thesis
- All quotations from others are acknowledged and enclosed in inverted commas in the text
- All citations are correctly referenced using APA format
- The thesis is self-consistent (e.g., the conclusions and discussion follow logically from the results)

When satisfied the Supervisor must sign the “certification” page of the work to attest that the thesis meets these criteria.

Post examination Responsibilities

The Supervisor must

- Guide the student in making revisions (emendations) recommended by examiners or in preparing for resubmission following failure when this is required
- Sign the “certification” page of the work after it has been completed to the satisfaction of the examiners and bound in hard-cover copies.

Research Student responsibilities

It is the responsibility of the researcher to

- Conduct the research,
- Follow the SJUT guidelines and regulations relating to research,
- Ensure that the study is feasible, legal and ethical.
- Make and keep in contact with their supervisors.

The student must arrange and keep appointments with the supervisor, as well as submitting work as required. Students should discuss and respect supervisor preferences for hard or soft copies of documents. It is good practice to ask for and act on advice regularly rather than doing a lot of work without supervision that later requires major revision.

Students must take note of suggestions and corrections from the supervisor, and make all the necessary changes before resubmitting the draft. All drafts should be proof read carefully by the student before sending to the supervisor. Supervisors are not expected to reformat or correct English grammar and spelling, but will point out errors and advise the student to make corrections.

If any publication(s) arises from research at SJUT it is the researcher's responsibility to acknowledge that the publication is based on research carried out at SJUT.

Recommended Practices

- It is advisable to keep documents with names and dates or sequence numbers.
- Researchers must make back-up copies to reduce the risk of losing their work. Computers can be lost or stolen, or they can fail. It is important to make regular back-ups of all work and to store them separately. Back-ups should be made daily or whenever significant work is done. Cloud storage (e.g. Dropbox) is recommended as an additional back-up.
- While entering data or typing it is recommended that the file should be saved every few minutes.

- Researchers are advised to save literature documents or handwritten notes on literature carefully, and to keep a complete record of the reference on the first occasion the literature is identified. It can be very difficult to track down the literature later.
- Students are advised to learn to type before beginning to write their research proposal.

Problems in supervisor-candidate relationships

Unfortunately, sometimes difficulties arise during the course of a candidate's relationship with a supervisor. For example:

- Communication breakdown may occur between the candidate and the supervisor
- Personality clashes and conflict may occur making the supervisory relationship dysfunctional
- A candidate may consistently refuse to follow the supervisor's advice

If such circumstances occur the following steps should be taken:

- The supervisor and/or the candidate must report the problem, in writing, to the Postgraduate Coordinator and Faculty/School/Institute Head
- The Postgraduate Coordinator and Head will study the nature of the problem and take appropriate steps. If necessary, this will be in consultation with the DGS, DVCA, and the DVCPF (who has overall responsibility for disciplinary matters at SJUT)
- For problems that cannot be managed at faculty / school / institute level, the Head, in consultation with the DGS, DVCA, DVCPF and UGC (if a PhD student) shall make a recommendation to the UPoGSC.

Preliminary Pages

The following pages must be included in the thesis. They follow strict format and wording. The pages are numbered with Roman numerals ((i),(ii), (iii) (iv) (v).

Copyright statement

For all SJUT student research, the page that follows the title page (page ii) must include the following:

“No part of this dissertation may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission by the author or University”

© 2017 St. John’s University of Tanzania and ... (full name of candidate)

Certification

The following page relates to certification, and must include space for the candidate’s supervisor(s) to sign and date it:

CERTIFICATION

I, the undersigned, certify that I have read and hereby recommend for acceptance by St. John’s University of Tanzania a ... (thesis / dissertation) entitled in fulfilment of the requirements for the degree of ...”

Declaration

For all students, page iv should have a declaration, as follows, with a space for the student to insert his or her name, and a space for the student to sign:

DECLARATION

I, declare that this thesis (/ report / dissertation) is my own work. It has not been and will not be presented for any other course of study. I confirm that appropriate credit has been given where reference has been made to the work of others.

Dedication

This is not necessary but many scholars wish to dedicate their work to others. It should be short and clear, for example, “To my parents”.

Table of contents

The first item in the table of contents is a list of all the chapter headings and all other main levels of heading in the main text. On the left hand side of the page a list of the individual elements of the work is needed. On the opposite side of the page the page numbers which correspond to each element (whether in the preliminary or main part of the thesis (/ report / dissertation)). The page should be entitled “TABLE OF CONTENTS” (which should be centred at the top of the page) in bold and capitalized. Chapters should be referenced by words not numbers. For example, “CHAPTER ONE.

THE HISTORY OF THE ACADEMIC THESIS”. Page numbers should be arranged in a straight vertical column.

Microsoft Word can generate a table automatically, which can be updated easily, providing headings are defined as Headings.

The second item in the table of contents, starting on a fresh page, is the list of figures. This is arranged in the same way as the preceding table of contents. Figures that occur in chapter 1 are number figure 1.1, figure 1.2; figures in chapter 2 are numbered figure 2.1, figure 2.1, and so on.

The list of tables is the third item in the table of contents, starting on a fresh page; these are also arranged like the list of figures.

The list of appendices is the final item in the table of contents, starting on a fresh page. This is also arranged like the table of Contents.

Acknowledgements

It is good practice to recognize others who have helped the project to completion. For example, the candidate may want to thank mentors, colleagues, supervisors, institutions, and/or donors who supported the research. This should come under the centred heading “ACKNOWLEDGEMENTS”.

Abbreviations

This may not be relevant to all research studies, and should only be necessary if the candidate has devised new abbreviations. The list of abbreviations should be alphabetized according to the abbreviation itself. This is done under the centred heading “ABBREVIATIONS”. The abbreviations should be listed on the left, and the full names listed to their right.

Definitions (Glossary) and Abbreviations (Acronyms)

This may not be relevant to all studies. A glossary can be used if the research contains many non-English terms or many technical terms which may be unfamiliar to the reader. The heading of the page should be centred with the word “DEFINITIONS”. The

terms should be arranged alphabetically on the left margin followed by a colon. A brief definition or translation follows and ends with a full stop or period (unless the definition is a single word – if this is the case a period is not required).

PART IV: FORMS