



Catholic University of Health and Allied Sciences

Directorate of Postgraduate Studies



**Guidelines for Higher Degrees
(Masters and PhD)
The 2nd Edition
© June 2025**

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Approved by the 52nd CUHAS Senate on 25th April 2024

PREFACE

The Catholic University of Health and Allied Sciences (CUHAS) is envisioning to expand postgraduate training to conform to its 2021/2022 - 2025/2026 Rolling Strategic Plan, and in line with the United Republic of Tanzania's pressing need to increase the human resources for health. This 2nd Edition of Higher Degrees (Masters and PhD) Guidelines is an extension of the 1st Edition of 2016 and other corresponding addenda in between, and is prepared to serve as a benchmarking guideline overarching all postgraduate programs at CUHAS.

CUHAS embarked on improving postgraduate training infrastructures to ensure that graduates are equipped with all necessary attributes to cater for the diverse and changing patterns of communicable and non-communicable diseases. Our graduates must be able to abide to the fundamental principles of professional, ethical and moral standards at regional, national and global levels. CUHAS is committed to maintain compliance to regulatory standards as benchmarked by the in-country professional bodies/authorities, the Tanzania Commission for Universities, the Inter-University Council for East Africa, and other global bodies. Our philosophical underpinnings will be maintained through producing graduates of international standards in various medical and health related fields to cater for health needs globally.

Finally, CUHAS is planning to introduce more and diversified graduate programs to align with the technological advancements in the medical and health fields to foster evidence-based clinical and public health practices for the betterment of the patients and communities we are serving.



Prof. Erasmus K. Kamugisha

The Vice Chancellor and Chairman of the Senate - CUHAS

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1.0 INTRODUCTION

The Catholic University of Health and Allied Sciences (CUHAS) started as a Constituent University College of the St. Augustine University of Tanzania (SAUT), and became operational in September 2003. It was granted a Certificate of Interim Authority (CIA) on the 28th March 2002 and a Certificate of Provisional Registration (CPR) on 27th March 2003. By 2005 the College was firmly established and accorded full registration status by the Tanzania Commission of Universities (TCU). The Commission at its 53rd meeting approved a request from SAUT to transform the College to a full-fledged university and granted CUHAS a Certificate of Full Registration. At its inception it was envisaged that it would be organized in faculties, institutes and directorates. In 2009/2010 it decided to go into a school mode and therefore established four schools and six directorates. The core functions, vision and mission of CUHAS are stipulated below:

1.1 Core Functions

The core functions of the University are Teaching, Research and Consultancy

1.2 Vision of the University

To become an outstanding Tanzanian Catholic University excelling in training, research, and healthcare; while remaining responsive to societal needs.

1.3 Mission of the University

The following mission statements guide the activities of the Universities:

- To provide skilled and competent human resources that is vested with moral and ethical values.
- Search, discover and communicate the truth to advance the frontiers of knowledge and,
- Provide quality services to the community.

1.4 Directorate of Postgraduate Studies

The Directorate of Postgraduate Studies (DPGS) is one of the university-wide six directorates. It is tasked to plan, direct and coordinate the implementation of graduate academic programmes, and to assist the CUHAS management in the administration of the institution. These programmes are aimed at producing highly skilled and competent medical/health specialists specifically prepared to face and solve various health related challenges within Tanzania and beyond. The programmes are responsive to the Government of the United Republic of Tanzania's call to reduce shortage of human resources for health, and ultimately create health and productive communities. Our graduate programmes adhere to the fundamental moral ethical values, integrity, and professionalism. It is currently running Master of Medicine (MMed) programmes in the clinical disciplines such as Internal Medicine, General Surgery, Obstetrics and Gynaecology, Paediatrics and Child Health, Anatomical Pathology, Orthopaedics and Trauma, Radiology, and Ear Nose and Throat/Otorhinolaryngology. It also offers Master of Public Health (MPH), Master of Science in Paediatric Nursing (Msc.PN), Master of Science in Epidemiology and Biostatistics (MSc. EB), and Master of Science in Clinical Microbiology and Diagnostic Molecular Biology (MSc. CMDMB). The Directorate also coordinates Doctor of Philosophy (PhD) and Postdoctoral training programmes in medical and other health related specialities.

1.4.1 Vision of the Directorate of Postgraduate Studies

To become a reputable directorate in the provision of human resources for health at postgraduate levels responsive to country, regional and global health needs through clinical and community-based trainings grounded on evidence-based research.

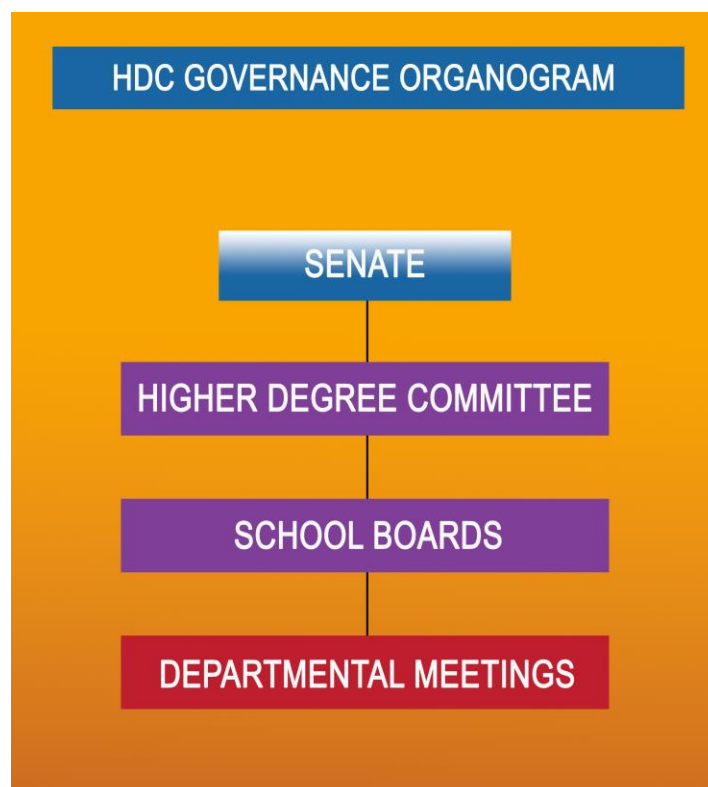
1.4.2 Mission of the Directorate of Postgraduate Studies

To produce highly competent graduate professionals with sound knowledge, skills, and attitude in managing diseases, and fostering health promotion to the communities; informed by evidence-based research and vested in high professional and ethical standards.

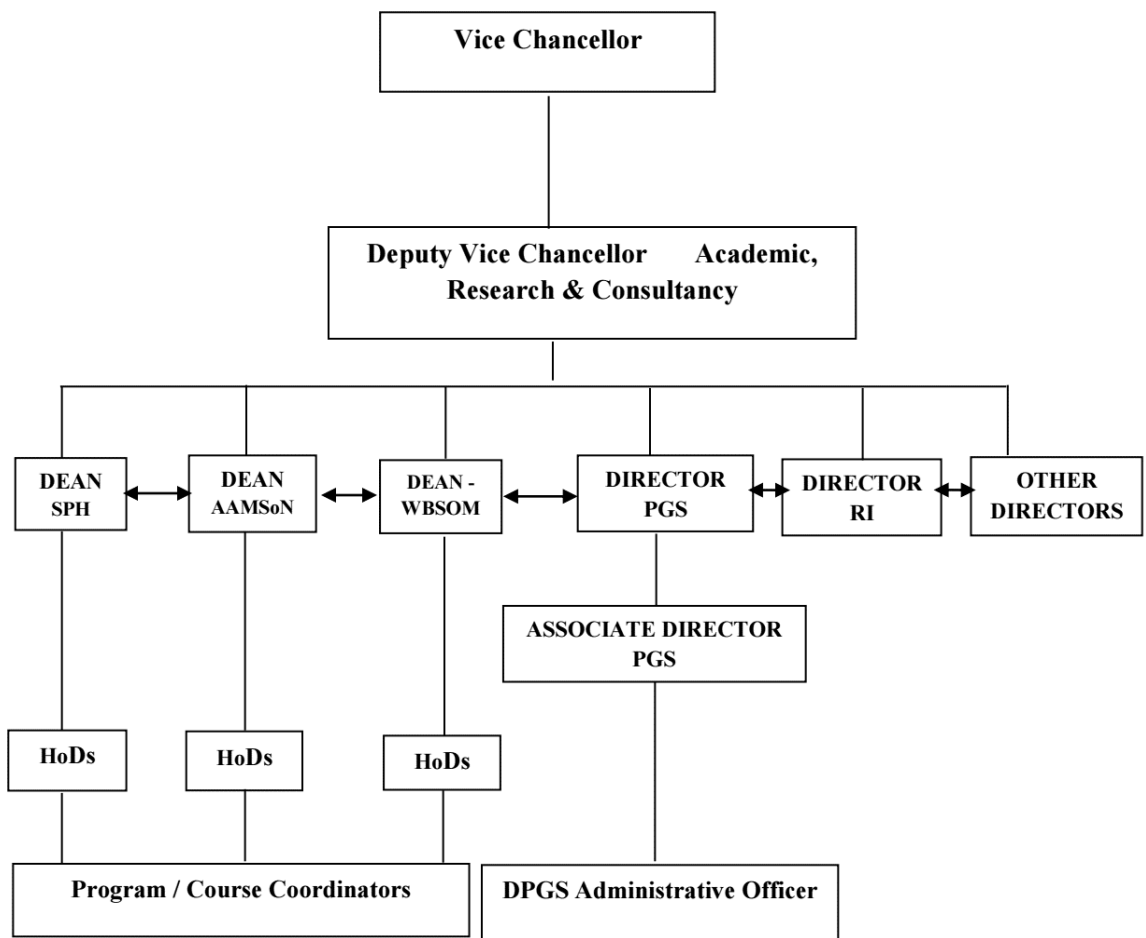
1.4.3 The DPGS in the University Organogram and HDC governance

The Directorate of Postgraduate Studies is one of the university-wide schools and directorates. It is led by Director and Associate Director – PGS who work closely with the Deans of Schools hosting the respective master programmes. It also works closed with other directorates, including the Directorate of Research and Innovations. The Higher Degree Committee (HDC) is one of the Senate Committees tasked to oversee and provide governance all postgraduate training activities (the HDC and DPGS positions in the university organograms are shown in the two diagrams below):

The Higher Degree Committee Governance Structure



The Directorate of Postgraduate Studies in the University Organogram



Abbreviations Key:

SPH: School of Public Health

AAMSoN: Archbishop Anthony Mayala School of Nursing

WBSOM: Weill Bugando School of Medicine

DPGS: Directorate of Postgraduate Studies

RI: Research & Innovations

HoDs: Head of Departments

2.0 MASTER PROGRAMMES

2.1 Masters of Medicine (MMed) Programmes

2.1.1 The following Masters of Medicine (MMed) programmes are provided at CUHAS in the following fields:

- MMed Internal Medicine
- MMed General Surgery
- MMed Paediatrics and Child Health
- MMed Obstetrics and Gynaecology
- MMed Orthopaedics and Trauma
- MMed Anatomical Pathology
- MMed Radiology
- MMed Ear Nose and Throat/Otorhinolaryngology



2.1.2 Duration of study

The MMed programmes at CUHAS consist of course work and dissertation. The duration of study is 6 semesters (3 years) in all programmes, with EXCEPTION of Radiology (MMed Radiology) which is run for 8 semesters (4 years).

Semester 1 cover biomedical science subjects relevant to the specialty. It covers the theoretical and technical background on the various relevant disciplines.

Semester 2 to 6 (or 2 to 8 for MMed Radiology) will cover the specific clinical subjects of the different specialties. During this time the candidate is expected to identify a research topic, write research proposal and get it approved by the relevant boards before proceeding on to do the research and produce a dissertation and manuscript at the end of semester 6 (or semester 8 for MMed Radiology). Respective courses' matrices in the MMed programmes are presented in tabular forms and clearly stipulated in the respective programme's curriculum.

2.1.3 Entrance Requirements for the MMed programmes

A candidate for admission to the MMed degree programmes at Catholic University of Health and Allied Sciences shall hold the following (minimum) qualifications:

- i. Holder of MD degree or its equivalent from a recognized institution of higher learning
- ii. Must have at least a GPA of 2.7 during undergraduate training and a grade of B or higher in the specialty he/she wants to study.
- iii. Must have successfully completed internship and obtained a grade of B or higher in the specialty he/she wants to study.
- iv. Must have a valid license to practice as a registered medical practitioner with the Medical Council of Tanganyika (MCT) (or accredited equivalent authority outside Tanzania approved by MCT) before their enrolment to the program.
- v. Must have completed at least one year of working experience as a medical practitioner in a recognized hospital by the MCT or equivalent registering institution from their country of origin.

2.1.4 Prospective MMed programmes as per CUHAS Strategic Plan

There are prospective MMed programmes in the Weill-Bugando School of Medicine which are at various stages of review which include (but not limited to) Master of Medicine (MMed) in:

- Psychiatry
- Microbiology and Infectious Diseases
- Urology, and
- Emergency Medicine and Critical Care

2.2 Master of Public Health Programme (MPH)

2.2.1 Duration of Study

The MPH programme at CUHAS consists of course work and dissertation. The duration of study is 1 year (MPH Full Time programme) and 18 months (MPH – Evening programme). During this time the candidate is expected to identify a research topic, write a research proposal, and get it approved by the relevant boards before proceeding on to do the research and produce a dissertation and manuscript at the end of the programme. Respective course matrix in the MPH programme is presented in tabular form and clearly stipulated in the MPH programme's curriculum.



2.2.2 Entrance Requirement for MPH

The following entry qualifications are required:

- i. Holder of MD degree or its equivalent from a recognized higher learning institution with a pass of B grade or above in Community Medicine.
- ii. Holder of BSc Nursing degree with a pass of B grade or above in Community Medicine/Health or any other related subject.
- iii. Holder of first degree in all medical or health-related disciplines provided they passed with a GPA of not less than 2.7.
- iv. Holder of master's degree in health-related disciplines.
- v. All applicants must have a pass of B grade in one of the relevant subjects and at least a GPA of 2.7 during undergraduate training.
- vi. Applicants in items (i-iii) with experience of one year or above in public health related programs will be given priority.

2.3 Master of Science in Paediatric Nursing Programme (MSc.PN)

The Master's degree in Paediatric Nursing program (MSc. PN) offers full-time training with one exit level at the end of the program. The main goals of the program focused in preparing professionals and scholars to care for neonates, infants, and children and who will be responsive to the dynamic and rapidly changing world known to affect children's development.



2.3.1 Duration of study

The program runs for 2 years in 4 semesters consisting of course work and dissertation. During this time the candidate is expected to identify a research topic, write a research proposal and get it approved by the relevant boards before proceeding on to do the research and produce a dissertation and manuscript at the end of the programme. Respective course matrix in the MSc. PN programme is presented in tabular form and clearly stipulated in the MSc. PN programme's curriculum.

2.3.2 Entry Requirements

A candidate for admission to MPN must have the following qualifications:

- i. Holder of Bachelor of Science in Nursing (BScN), or Bachelor of Science in Nursing Education (BSc.NE), or Bachelor of Science in Mental Health Nursing (BSc.M) or Bachelor of Science in Midwifery (BSc.Mid) or Bachelor of Science in Nursing Management from a recognized higher learning institution with a GPA of at least 2.7.
- ii. Graduates mentioned in (i) above should have a minimum of 2 years work experience.
- iii. Must have a valid license to practice as a registered nurse and midwife from Tanzania Nurses and Midwives Council (TNMC) or equivalent registering institution from the country of origin which is approved by TNMC.

2.3.3 Prospective MSc programmes in the Archbishop Anthony Mayala School of Nursing

There are two prospective MSc programmes which are at various stages of review namely Master of Science in Midwifery, and Master of Science in Nursing Education.

2.4 Master of Science in Clinical Microbiology and Diagnostic Molecular Biology (MSc. CMDMB) Programme

2.4.1 Duration of study

The Master's degree in Clinical Microbiology and Diagnostic Molecular Biology (MSc. PN) programme offers full-time training with one exit level at the end of the program. The program runs for 2 years in 4 semesters consisting of course work and dissertation. During this time the candidate is expected to identify a research topic, write research proposal, and get it approved by the relevant boards before proceeding on to do the research and produce a dissertation and manuscript at the end of the programme. Respective course matrix in the MSc. CMDMB programme is presented in tabular form and clearly stipulated in the MSc. CMDMB programme's curriculum.



2.4.2 Entry Requirements

A candidate for admission to MSc. CMDMB must have the following qualifications:

- i. Holders of First degree in Medical Laboratory Sciences degree or its equivalent with overall GPA not less than 2.7.
- ii. Holders of first degree in Health Sciences with overall GPA not less than 2.7 or at least B grade for unclassified degrees in Microbiology/Immunology or Molecular Biology or Biochemistry or Cell Biology with at least 200 hours notional hours.
- iii. Holders of Bachelor of Science degree in Biomedical Sciences (Microbiology, Molecular Biology, Immunology, Parasitology, Bachelor's degree in Laboratory Sciences) with overall GPA not less than 2.7.

2.5 Master of Science in Epidemiology and Biostatistics (MSc. EB)

2.5.1 Duration of study

The Master's degree in Epidemiology and Biostatistics (MSc. EB) programme offers full-time training with one exit level at the end of the program. The program runs for 2 years in 4 semesters consisting of course work and dissertation.

During this time the candidate is expected to identify a research topic, write research proposal, and get it approved by the relevant boards before proceeding on to do the research and produce a dissertation and manuscript at the end of the programme. Respective course matrix in the MSc. EB programme is presented in tabular form and clearly stipulated in the MSc. EB programme's curriculum.

2.5.2 Entry Requirements

A candidate for admission to MSc. EB must have the following qualifications:

- i. Holders of first degree in Health Sciences (Medicine, Medical laboratory Sciences, Nursing, Pharmacy, Dentistry, Nutrition, Veterinary, etc) with overall GPA not less than 2.7 or B grade for unclassified degrees. The candidate must have credit pass in Mathematics at undergraduate level and pass in Basic applied Mathematics (BAM).
- ii. Holders of First degree in Statistics, Applied Statistics, Mathematics, Biometrics, or its equivalent with overall GPA not less than 2.7 or at least B grade for unclassified degrees.
- iii. Holders of First degree in Medicine with at least B in "Epidemiology and Biostatistics subjects".
- iv. Holders of Health-related Master degree with at least B grade for unclassified degrees or overall GPA not less than 2.7

2.5.3 Prospective MSc programmes in the School of Public Health

There is one prospective MSc programme which is at various stages of review namely Master of Science in Environment and Occupation Health

2.6 Application for Master Degrees

2.6.1 Application cycles

There is only one application cycle for masters' programmes at CUHAS, which is scheduled in line with the recommendations by the Tanzania Commission for Universities (<http://www.tcu.go.tz/>).

2.6.2 Application procedures

Candidates wishing to be considered for admission into the Masters programmes will have to carefully read the information on the university website (<https://www.bugando.ac.tz/index.php>) through the online system (<https://osim.bugando.ac.tz/login>). Hard copies will not be accepted. The following are the general instructions for the application process:

- a) All certificates and transcripts must be scanned and uploaded as one pdf document.
- b) All Academic Transcripts must indicate GPA from the respective Institution (**Please contact your university to calculate GPA before submitting your application**)
- c) Applicants' names must match with the names in the form four certificate
- d) Applicants must upload full particulars of citizenship (including a copy of the birth certificate)
- e) Updated Curriculum Vitae
- f) Passport Size Photo
- g) Certified copies of relevant certificates including form four certificate, form six certificates, practicing license, certificate and transcript of first degree to be scanned and uploaded as one Portable Document Format (PDF).
- h) Verification letter of sponsorship (signed with an official stamp)
- i) Applicants with foreign awards (form four, form six, first degree and Masters) must attach certificate of recognition from the relevant authority (NECTA & TCU)

- j) Applicants with different names in form four certificates, must attach Deed Poll as per **Registration of Documents ACT (117)** signed by the registrar of Titles.
- k) Applicants must pay a non-refundable application fee stipulated in the University Prospectus through control number that will be generated online. Foreign applicants from outside of East Africa will pay application fee stipulated in the University Prospectus to USD account number **02J1054045500 - CRDB BANK (SWIFT CODE: CORUTZTZ)** and **submit evidence of payment to postgraduate@bugando.ac.tz /vc@bugando.ac.tz for verification to acquire** access of submitting application. All payments must be made through generated control number except for foreigners who cannot use control number.
- l) Applicants must ascertain themselves that they possess the minimum entrance qualifications before they pay application fees as the fees will not be refunded under any circumstances.

2.6.3 Registration

Successful candidates will be registered for the relevant Masters programmes at CUHAS. Registration will take place within the first 3 weeks of semester I after the candidate has

- Paid registration fee.
- Paid the required fees or shown evidence that the sponsor will do so.

2.7 Examination Regulations for Master Programmes

2.7.1 General

General University Examinations regulations on registration for examination, eligibility for examinations, absence from examinations, Board of Examiners, conduct of examinations, examination irregularities, procedure for appeals and preservation of scripts will remain as stipulated in the Catholic University of Health and Allied Sciences (CUHAS) Examination Guidelines and Regulations.

2.7.2 Specific Examination Regulations for Master Programmes

The General University Examination Regulations (6.0) stipulated in the Catholic University of Health and Allied Sciences (CUHAS) Examination Guidelines and Regulations.

2.7.2.1 The master's degree programmes offered at CUHAS are by course work and dissertation. Evaluation of candidates will include course work, and clinical assessment, dissertation, and viva voce defence of the dissertation.

2.7.2.2 During each semester, there will be at least two CATs and an ESE consisting of a written paper and clinical/practical examination.

2.7.2.3 The mode and manner of the clinical examination will be determined by the departments concerned, vetted by the respective School Board and Higher Degree Committee prior to be approved by the Senate.

2.7.2.4 The continuous assessment will constitute 50% of the end of semester examination grade.

2.7.2.5 Written component shall carry 40%, and the clinical/practical component shall carry 60% of the total mark for continuous assessment and the ESE.

2.7.2.6 Grading of the master degree.

The grading system shall be as follows:

<i>Numeric Mark</i>	<i>Letter Grade</i>	<i>GPA</i>
75 – 100	A	4.4 – 5.0
70-74	B+	3.5 – 4.3
60-69	B	2.7 – 3.4
50-59	C	2.0 – 2.6
45-49	D	1.5 – 1.9
44 and below	E	0.0 – 1.4

The PASS mark shall be B grade

2.7.3 Disposal of master students

2.7.3.1 Biomedical subjects

- 1) A candidate who fails in one or more subjects with an overall GPA of 2.0 and above will be required to sit for supplementary examination after the end of the Semester 2.
- 2) A candidate who fails in one or more subjects with a GPA of less than 2.0 will be required to re-take the respective subject(s) in the semester(s) when they are next offered.
- 3) A candidate who fails the supplementary examination will stop proceeding with other subject(s) and re-take the failed subject(s) in the semester when the respective subject is next offered.
- 4) A candidate who fails examination after re-retaking the subject(s) will be discontinued from the course.

2.7.3.2 Clinical subjects

- 1) A candidate who fails any clinical subject will sit for supplementary examination after rotating for a minimum of 4 weeks and maximum of 12 weeks.
- 2) A candidate who fails three or more subjects will stop proceeding with other subject(s) and re-take the respective subjects in the semester(s) when the subjects are next offered.
- 3) A candidate who fails the supplementary examination(s) shall be allowed to sit for 2nd supplementary examination(s) after rotating for a minimum of 4 additional weeks and maximum of 12 additional weeks.
- 4) A candidate who fails the 2nd supplementary examination(s) will be required to re-take the subject(s) while stop all other subjects in the respective semester and concentrate on the failed subject(s) in a semester when the subject is next offered.
- 5) A candidate who fails examination after re-retaking the subject(s) will be discontinued from the course.
- 6) The highest grade a candidate can obtain after a supplementary examination or after re-taking the subject(s) on academic grounds shall be a 60% (“B”) in the respective subject(s).
- 7) The exact duration for supplementary clinical rotation will be discussed and agreed in the Department Meeting based on the content of the respective subject and the strength/weakness of a supplementing student. The proceedings/minutes from the meeting MUST be submitted to the respective School Board and to the Higher Degree Committee (in that order) for vetting prior to be submitted to the Senate for approval.
- 8) Any corrections of the dissertations will have to be done within the stipulated timeframe as indicated in the “*Dissertation and Thesis Scoring and Grading Guidelines.*” An error free dissertation must be submitted before a candidate is awarded the degree.

2.7.4 Master programmes' training activities

2.7.4.1 General training activities

All training activities for master programmes are clearly stipulated in the programme's respective curriculum, including course matrix with its total credit and hours, teaching and learning activities, assessment methods, reading list /references, facilities and services, list of academic staff qualified to run the respective programme and other appendices. Both CUHAS and BMC will ensure the University and BMC guidelines support the quality training and patient care to ensure the graduates are of high quality with moral ethics.

2.7.4.2 MMed resident duty hours and working environment

Providing residents with a sound didactic and clinical education must be carefully planned and balanced with the concerns for patient safety and residents' well-being. Each program must ensure that the learning objectives of the program are not compromised by an excessive reliance on the residents to fulfil service obligations. Didactic and clinical education must have priority in the allotment of residents' time and energy. Duty hour assignments must recognize that faculty and residents collectively have a responsibility for the safety and welfare of the patients.

2.7.4.3 Supervision of Residents

- All patients' care must be supervised by qualified faculty. The coordinator must ensure, direct, and document his/her adequate supervision of residents at all times. Residents must be provided with rapid, reliable systems for communicating with supervising faculty.
- Faculty schedules must be structured to provide residents with continuous supervision and consultation.
- Faculty and residents must be educated to recognize the signs of fatigue, and adopt and apply policies to prevent and counteract their potential negative effects.
- The attending physician/medical specialist has both an ethical and a legal responsibility for the overall care of the individual patient and for the supervision of the resident involved in the care of that patient. Although senior residents require less direction than junior residents, even the most senior must be supervised. A chain of command that emphasizes graded authority and increasing responsibility as experience is gained must be established. Judgments on this delegation of responsibility must be made by the attending specialist who is ultimately responsible for the patient's care; such judgments shall be based on the attending specialist direct observation and knowledge of each resident's skills and ability.
- A fellow may not supervise chief residents.

2.7.4.4 Duty Hours

- Duty hours are defined as all clinical and academic activities related to the residency program; i.e., patient care (both inpatients and outpatients), administrative duties relative to patient care, the provision for transfer of patient care; time spent in-house during call activities, scheduled activities such as conferences, and time dedicated in mentoring undergraduate students. Duty hours do not include reading and preparation time spent away from the duty site.
- Duty hours must be limited to 64 hours per week, averaged over a four-week period, inclusive of all in-house call activities.

- Residents must be provided with 1 day (out of 7 days in a week) free from all educational and clinical responsibilities. One day is defined as 1 continuous 24-hour period free from all clinical, educational, and administrative duties.
- Adequate time for rest and personal activities must be provided. This should consist of a 10-hour time period provided between all daily duty periods and after in-house call.

2.7.4.5 On-call Activities

The objective of on-call activities is to provide residents with continuity of patient care experiences throughout a 24-hour period. In-house call is defined as those duty hours beyond the normal work day, when residents are required to be immediately available in the assigned section/ institution.

- In-house call must occur no more frequently than every third night, averaged over a 4week period.
- Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours.
- Residents may remain on duty for up to 6 additional hours to participate in didactic activities, transfer care of patients, conduct outpatient clinics, and maintain continuity of medical and surgical care.

2.7.4.6 Transfer into CUHAS master programme

The postgraduate programmes at CUHAS will recognize all formal learning from registered higher learning institutions. The credit transfer as stipulated in TCU guideline's part 5 will be adhered to. Transfer into the master degree programme from other recognized universities shall be possible for all students who meet the admission criteria for CUHAS. Students shall be accepted with a condition to complete all modules that they have not completed irrespective of the year in which they are joining the programme at CUHAS. Student shall present the results of all the modules they have completed before joining the programme at CUHAS.

- a. Horizontal Articulation – there will be no Horizontal Articulation
- b. Vertical Articulation – this provides articulation to level 10 to undertake PhD programmes of studies in Tanzania or in other countries will be possible since graduates will have knowledge and skills in the subject matter, in and research.

2.7.4.7 Transfer arrangement (if completion of programme proves impossible for any reason)

Under any paper circumstances, students who have not been declared to be discontinued by the university senate and wishes to transfer to other universities for the same and/or any other related degree programme, shall be allowed to transfer their accomplished academic results. The student will be certified for the module she/he has completed and passed and will be given the score and/or credits of the module completed and passed.

The Catholic University of Health and Allied Sciences follows and adhere to the TCU benchmark for Quality and compliance.

2.7.4.8 Arrangement for recognition of prior learning (informal and non-formal learning)

Not applicable

2.8 Dissertation

At the end of the second semester, the candidate must consult with their supervisors on the research work leading to dissertation. Candidates must develop research proposals which have to be approved by the relevant Department, Schools, the Higher Degree Committee, CUHAS/Bugando Medical Centre Research and Ethical Committee (CREC), and ultimately the CUHAS Senate. After approval from the department, the students should submit seventeen copies of the research proposal together with a cover letter from the Head of Department and the minutes of departmental review to the Chairperson of CREC. The candidate will only proceed with data collection after receiving research and ethical clearance certificate from CUHAS/BMC CREC. The Schools Board, on recommendations by the relevant department, will endorse at least two competent supervisors in the areas of the candidate's research. These will have to be approved by the HDC and Senate.

2.8.1 Organization of the Masters Research proposal

CUHAS Master Research Proposals should be written on one A4 size paper using clearly readable fonts (Times New Roman, one size 12) with double-line spacing. There should be a 1" margins on top and bottom. There should be 1" margin spacing on the left margins (to give space for binding) and 1" space on the right margin. The proposal should contain 15-20 pages from Introduction to References (excluding preamble pages and appendices).

Generally, a well-organized research proposal should have the following structure (See also Appendices):

- i. *Title page* which should include
 - a. Title of the study (including subtitle)
 - b. Author
 - c. Caption "Research proposal submitted to the Directorate of Postgraduate Studies as partial fulfilment of the requirements for the award of Master degree of Catholic University of Health and Allied Sciences".
 - d. Date of submission
- ii. *Copy right and Declaration dully signed by the candidate*
- iii. *Certification dully signed by supervisors*
- iv. *Table of contents*
- v. *List of Figures (If applicable)*
- vi. *List of Tables (If applicable)*
- vii. *Introduction*
 - *Background*
 - *Problem statement*
 - *Rationale of the study*
 - *Hypothesis/ Research question*
 - *Objectives*
- viii. *Literature review*
- ix. *Materials and Methods (Methodology)*
- x. *References (Vancouver style)*
- xi. *Appendices*

2.8.2 Organization of the Masters Dissertation

CUHAS Masters dissertation should be written on size A4 paper using clearly readable fonts with double line spacing. There should be a 1” margins on top and bottom. There should be 1½” margin spacing on the left margins (to give space for binding) and 1” space on the right margin. Generally, a well-organized Dissertation should have the following structure:

- i) *Title page* which should include
 - Title of the study
 - Author
 - Caption “Dissertation submitted to the Directorate of Postgraduate Studies in partial fulfilment of the requirements for the award of Masters degree in <name of the programme of the Catholic University of Health and Allied Sciences”
 - Date of submission
- ii) *Copy right and Declaration dully signed by the candidate*
- iv. *Certification dully signed by supervisors*
 - By the author and supervisors that the work presented is original and has not been published elsewhere.
- v. *Dedication and acknowledgements*
- vi. *Table of contents*
- vii. *List of Figures*
- viii. *List of Tables*
- ix. *Abstract*
- x. *Chapter 1: Introduction*
 - *Background*
 - *Problem statement*
 - *Rationale of the study*
 - *Hypothesis/ Research question*
 - *Objectives*
- xi. *Chapter 2: Literature review*
- xii. *Chapter 3: Methodology*
- xiii. *Chapter 4: Results*
- xiv. *Chapter 5: Discussions*
- xv. *Chapter 6: Conclusions and Recommendations*
- xvi. *References (Vancouver style)*
- xvii. *Appendices*
 - *Consent form (English and Kiswahili versions)*
 - *Assent form (English and Kiswahili versions) – where applicable*
 - *Data collection tools/Questionnaires (English and Kiswahili versions)*
 - *Manuscript for submission to a peer reviewed journal*
 - *Research and ethical approval.*
 - *Plagiarism check report.*

2.8.3 Submission of the Dissertation

This is done when the candidate and supervisors are satisfied by the progress of the dissertation and are ready to submit the thesis for evaluation.

The candidate must notify the respective Department, School and DPGS (in that order) by a letter stipulating the intention to submit the Dissertation for evaluation at least 2 months before scheduled examination time.

- This will give time for the Department and Schools to nominate examiners (Internal and External).
- Upon receiving the letter of intention to submit the dissertation, the Department will propose (through the respective School) to the DPGS two internal examiners and one external examiner.
- The DPGS will present the examiners to the Senate for approval and thereafter formally appoint them.
- The supervisors will have to declare and sign that they are satisfied with the standard of the dissertation to be submitted for assessment and evaluation by the examiners
- The candidate will then submit the dissertation in partial fulfilment of the requirement for the degree of Master of Medicine of the Catholic University of Health and Allied Sciences.
- Candidates must submit 4 copies of loosely bound copies of the Dissertation *at least two months* before appearing for the final university examinations to the DPGS.
- It is the responsibility of the DPGS to appoint examiners and to ensure safe dispatch of copies of the thesis or dissertation to them.
- The Dissertation will be assessed by the recommended internal and external examiners.
- Both external and Internal examiners will have to fill in the *Dissertation and Thesis Scoring and Grading Guidelines Part I* (see appendix iii)

If the external examiner is satisfied by the standard of the dissertation, the candidate will have to appear for the oral defence (viva voce) at a panel of examiners as recommended by the Director of Postgraduate. Dean of the faculty and the respective Department will be fully engaged by the DPGS during the process of VIVA VOCE.

2.8.4 Publication

For masters, the publication is not requirement before the student is allowed to defend but the students in collaboration with supervisors must include a manuscript to be submitted in the peer review journal as one of the appendices of the dissertation.

2.9 Viva Voce

The Master dissertation defence will be public and will be conducted using both physical and virtual methods. The candidate, his/her supervisors and panellists (as stated below) will attend physically, whereas other staff, students and individuals with interests in the subject matter can attend virtually. The virtual platform link will be provided at least one week before the defence date, and announced through the university website and university-wide notice boards.

The announcement will have a minimum of the following:

- Names of the University, DPGS, School and Department where the candidate belong.
- The candidate's name, registration number and course.
- Dissertation's title.
- Names of supervisors.
- Date and duration of defence.
- A virtual link for the dissertation defence.

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

- a. Chairperson
- b. External Examiner who examined the dissertation or his/her representative.
- c. Two Internal Examiners
- d. Appointee of the Head of Department where the candidate is registered.
- e. Any other qualified co-opted members, at most 2 appointed by relevant department and school, and approved by Senate through HDC.

The Chairperson of the viva voce panel, who need not be a specialist in the candidate's dissertations area, shall be a senior academician preferably a person who has already attained the level of at least Senior Lecturer, and shall be appointed by the Senate, on the recommendation of the Department, School and HDC.

2.9.2 The functions of the viva voce shall be as follow:

- a. To ascertain that: -
 - i. the dissertation presented the data, methodology, analysis and findings is the original work of the candidate.
 - ii. The broader subject area in which the study is based is fully grasped.
 - iii. Any weakness in the dissertation can be adequately clarified by the candidate.
 - iv. The external and internal examiners should score the candidate while presenting using the *Dissertation and Thesis Scoring and Grading Guidelines Part II (appendix iii)*
- b. To make a definite recommendation to the DPGS and Senate whether the candidate has passed or failed.
- c. The viva voce panel should, as far as possible, work towards a unanimous decision on the candidate's performance based on the combined *Dissertation and Thesis Scoring and Grading Guidelines Part I & II* $\geq 60.0\%$ (computation of the combined final score from Part I & II as shown in the *Appendix iii*).
- d. Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails (based on the scores), a vote shall be taken to arrive at a decision. A majority vote in favour of passing the candidate shall be required for passing a viva voce examination.

2.9.3 At the end of the viva voce examination:

- a. The panel members shall sign a special viva voce Examinations Results' Form giving a specific recommendation to DPGS (through the respective Dean of School and the Department where the candidate is registered) on the candidate's performance.
- b. The Chairperson of the panel shall also submit to the DPGS a comprehensive report approved by the oral panellists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions. This should also go through the respective Dean of School and the Department where the candidate is registered.
- c. Whereupon each panellist in the viva voce examination shall receive an honorarium at the rate approved by the institution.

2.9.4 Disagreement in recommendations

Where there is disagreement between the recommendations of the dissertation/thesis examiners and those of the viva voce panellists, the HDC shall carefully study the case and recommend to Senate one of the following actions:

- a. The candidate revises and re-submits the thesis and subsequently re-appears for a further oral examination, within a specified period, but not exceeding 12 months from the date of the decision by Senate, or
- b. The candidate be deemed to have failed outright.

2.9.5 Duration of the viva voce examination

The duration of the viva voce examination shall normally not exceed two hours.

- a. Maximum of 20 minutes of an oral presentation
- b. Maximum of 1 hour of questions and answers
- c. Maximum of 10 minutes of deliberations

2.10 Award of The Degree

Any corrections of the dissertation must be done and a submission of error free dissertation done before a candidate will be awarded the degree. All relevant documents should be available in the office of the Dean of the respective School, and the DPGS before the candidate's name appears in the graduation list, these documents are:

- *Research proposal*
- *A letter from a person who cleared Research proposal after corrections*
- *Ethical clearance certificate*
- *Reports of External and Internal Examiners*
- *VIVA VOCE Minutes*
- *A letter from a person who cleared Dissertation after correction*

2.10.1. Three signed copies of Dissertation will be submitted to the DPGS through Head of Department and the Dean of the respective School.

2.10.2 Senate shall make the final decision on the Master degree award to the candidate, based on the recommendation from the respective department, school and HDC.

3.0 DOCTOR OF PHILOSOPHY (PhD) PROGRAMMES

3.1 Introduction

The Catholic University of Health and Allied Sciences offers postgraduate programs leading to the award of Doctor of Philosophy (PhD) in all major fields of specialization in Health and Allied Sciences.

3.2 Programme Structure

1. The PhD degree is offered by thesis either in the **monograph format** and **by research and publications format**.
2. The duration of PhD at CUHAS is for 3-5 years at the end of which a thesis should be submitted. There is a provision of two-year extension when there are genuine reasons for extension.
3. Registration for the program shall be at any time during the academic year. The applicant will be required to fill the online application forms and attach a 3 to 5 pages PhD concept of the intended research topic.
4. CUHAS also offers PhD on **a sandwich mode**. This will mainly be in areas where facilities and research infrastructure at CUHAS is deemed inadequate, or through well-established collaborations between CUHAS and other institutions abroad. It is expected that most of data collection will be done in Tanzania. Literature search and analysis of data/samples can be done at the collaborating institution.



3.3. Eligibility for Enrolment

The prospective candidate must demonstrate the capacity to carry out independent research and the ability to pursue the proposed study programme. A candidate seeking for admission for a PhD must be a holder of a relevant Master Degree (MSc, or MMed) of the Catholic University of Health and Allied Sciences (CUHAS) or any other recognized institution of higher learning within or outside Tanzania. A holder of Doctor of Medicine (MD) or Bachelor/Doctor of Veterinary Medicine (BVM/DVM) can register for a PhD program; in this case, the duration of the training and content of the courses to be covered will be determined by the Higher Degree Committee (HDC) based on the PhD topic.

3.4. Application for Admission to a PhD

3.4.1 Procedure.

A candidate who wishes to embark on research studies must first identify a researchable idea/area of interest. Subsequently, he/she could contact a potential department and/or senior researcher within the area of interest for potential supervision. On the other hand, a department and/or an academic member of staff having identified a researchable area could approach a prospective candidate who may be interested to develop it into a researchable topic. In both cases, the department, together with the candidate, may then propose a supervisor and co-supervisor(s), with expertise within or close to the research area. With the help of the proposed supervisor, the candidate must write a concept paper, starting the research outline. The concept paper should then be attached to an application for provisional admission to a DPGS at CUHAS. The DPGS will send the concept to the Dean of the respective school for review. The Dean of the respective School will inspect the application which, if complete, will be forwarded to the Higher Degrees Research Committee (HDC), through the DPGS. When a concept paper has been approved by the HDC, it will be presented to the Senate for provisional PhD approval. During the period of provisional registration, the candidate will further develop the concept paper into a more detailed research proposal (the timeframe for this is a maximum of one year).

The candidate will be required to present to the Departmental meeting and PhD seminar Forum his/her concept to get inputs and refine the PhD topic into a full PhD proposal. Once, the PhD proposal is ready, the candidate will apply to present it to the CUHAS/BMC Research and Ethical Review Committee (CREC) for approval and subsequent full PhD registration and research execution.

The candidate will apply for full PhD registration once he/she fulfils the three criteria: full PhD proposal developed, CREC clearance obtained and at least evidence of submission of one PhD progressive report.

Candidates wishing to be considered for admission into the PhD programmes at CUHAS will have to carefully read the information on the university website (<https://www.bugando.ac.tz/index.php>) through the online system (<https://osim.bugando.ac.tz/login>). All application procedures are similar to Master's programmes application above (all relevant documents stipulated in the master programmes' section above should be prepared and submitted). However, additional information for PhD will include:

- a. Certified copies of certificate(s) and transcript(s) for Master's degree(s), and CVs of the

candidate and his/her supervisors (scan and submit as one PDF document)

- b. A concept notes with proposed supervisors (if known), updated CVs of proposed supervisors (scan and submit CV for your PhD supervisors and the applicant as one PDF document)

3.4.2 Timing for Application

Applications to register for research studies leading to a PhD degree are made and received at any time throughout the year.

3.4.3 The PhD Concept Note

The PhD concept note should contain a 3-5page summary of the outline of the proposed research, with a double-spaced format (including references). This concept note should be the result of a discussion period with intended supervisors and collaborators.

The concept paper should contain the following sections:

- **Project title**, reflecting the scope and content of the study in not more than 20 words.
- **Proposed supervisors** and collaborators.
- **Abstract**
 - i. **Background/introduction, brief literature review** giving the rationale of the study and starting the problem.
 - ii. **Aims and objectives**, starting the relevance of the general aim of the research and specific objectives.
 - iii. **Significance**, starting the relevance of the study in terms of academic contributions and practical use that might be made of the findings.
 - iv. **Materials and Methods**, starting study design, data collection, and analysis.
- **Ethical considerations** and permits to be applied for.
- **References (Vancouver style)**
- **Provision PhD project timelines**
- **Source of PhD research Funds**

3.4.4 Registration

Candidates will be given a provisional registration for the PhD programmes at CUHAS.

The stage I registration will be for a maximum duration of 1 year. During this time the candidates, through the supervisors, is supposed to develop a full research proposal and present it to relevant boards before being given a full registration.

3.5 Research Project/Proposal

A candidate wishing to undertake a PhD thesis must develop a research proposal on the area of interest, recommended by the Higher Degrees Committee and approved by the Senate (through candidate's respective Department and School). The proposal must at least have the following components:

- i. **Title page** which should include
 - a. Title of the study (including subtitle)
 - b. Author
 - c. Caption "Research proposal submitted to the Directorate of Postgraduate Studies as partial fulfilment of the requirements for the award of Doctor of Philosophy degree of Catholic University of Health and Allied Sciences".

- d. Date of submission
- ii. *Copy right and Declaration dully signed by the candidate*
- iii. *Certification dully signed by supervisors*
- iv. *Table of contents*
- v. *List of Figures (If applicable)*
- vi. *List of Tables (If applicable)*
- vii. *Introduction*
 - a. *Background*
 - b. *Problem statement*
 - c. *Rationale of the study*
 - d. *Hypothesis/ Research question*
 - e. *Objectives*
- ix. *Literature review*
- x. *Materials and Methods (Methodology)*
- xi. *References (Vancouver style)*
- xii. *Appendices*

3.6 The Structure of the PhD Thesis

The PhD thesis at CUHAS should be written on size A4 paper using clearly readable fonts with double line spacing. There should be a 1” margins on top and bottom. There should be 1½” margin spacing on the left margins (to give space for binding) and 1” space on the right margin.

3.6.1 General format of a PhD thesis

Generally, a well-organized thesis should have the following structure:

- i) *Title page* which should include
 - Title of the study
 - Author
 - Caption “Dissertation submitted to the Directorate of Postgraduate Studies in partial fulfilment of the requirements for the award of Doctor of Philosophy in <name of the programme> of the Catholic University of Health and Allied Sciences”
 - Date of submission
- ii) *Copy right and Declaration dully signed by the candidate* that the work presented is original and has not been published elsewhere.
- iii) *Certification dully signed by supervisors*
- iv. *Dedication and acknowledgements*
- v. *Table of contents*
- vi. *List of Figures*
- vii. *List of Tables*
- viii. *List of all publications related to the PhD work*
- ix. *Abstract*
- x. *Chapter 1: Introduction*
 - a. *Background*
 - b. *Problem statement*
 - c. *Rationale of the study*
 - d. *Hypothesis/ Research question*
 - e. *Objectives*
- xi. *Chapter 2: Literature review*
- xii. *Chapter 3: Methodology*

- xiii. *Chapter 4: Results*
- xiv. *Chapter 5: Discussions*
- xv. *Chapter 6: Conclusions and Recommendations*
- xvi. *References (Vancouver style)*
- xvii. *Appendices*
 - *Consent form (English and Kiswahili versions)*
 - *Assent form (English and Kiswahili versions) – where applicable*
 - *Data collection tools/Questionnaires (English and Kiswahili versions)*
 - *All manuscripts published through the PhD work*
 - *Research and ethical approval.*
 - *Plagiarism check report.*

Note that the monograph will take similar format but will neither have list of publications in the pre-ample subsection nor attachment of published articles in the appendices.

3.6.2 PhD thesis publications

The general specifications on the standards publications from the PhD thesis findings at the Catholic University of Health and Allied Sciences is as follows:

- 3.6.2.1 A PhD thesis should consist of published materials (listed in the pre-ample subsection and attached in the appendices).
- 3.6.2.2 All articles must be published in citation indexed peer reviewed journal(s) with an impact factor of 1 or above (predatory journals are totally discouraged and publishing in these journals would lead into disqualification of the candidate).
- 3.6.2.3 A total of four manuscripts should suffice for a PhD defence (three must be published or accepted for publication at the time of defence, and a fourth can be at stage of submission to a peer-reviewed journal). One of the four articles can be a review article or meta-analysis or study protocol.
- 3.6.2.4 The published materials must be prepared after admission to the PhD programme, or they should not have been published more than a year before registration.
- 3.6.2.5 It is expected that the candidate will demonstrate to have played a leading role in the design, of his/her thesis, in carrying out the research work, in analysis of data and writing of the papers. Co-authored papers should be accompanied by signed declaration by all the authors of the contribution by the candidate (especially if the candidate is not the first or corresponding/Senior Author).
- 3.6.2.6 The published material must have not been used for an award of another degree.

3.7 PhD Progress Reports

It is important that both the candidate and the supervisors report regularly on the progress of the research work going on, any problems encountered or any amendments the original plan of work. The PhD candidate-supervisor tracking form is available at the DPGS for monitoring the progress (*Appendix i*). It is expected that the candidate should meet with his/her supervisors at least once every quarter (i.e. minimum of four forms should be filled every year).

The candidate is supposed to provide at least two PhD progress reports (one report every 6 months) which is dully vetted by the supervisors. They should fill the approved progress reporting forms available at the Dean of the respective School, and the DPGS.

This report should consist of:

- 1. Name of the candidate:**
- 2. Registration number:**

3. **Date of provisional registration:**
4. **Date of full registration:**
5. **The title of the PhD project:**
6. **Reporting period:** From <month and Year> to <month and year>
7. **Summary of the work done:**
 - A. PhD research work progress:
 - B. List of publications related to the PhD (if any in the reporting period):
8. **Plans for the next reporting period:**
9. **Conferences and seminars attended in the reporting period:**
10. **CUHAS PhD seminars:**
 - 10.1 Number of CUHAS PhD seminars attended:
 - 10.2 Number of CUHAS PhD seminars presented:
11. **Names, signatures, and date:**
 - 11.1 Comments from PhD candidate (this may also include challenges and mitigation).
 - 11.2 Comments from supervisor 1:
 - 11.3 Comments from supervisor 2:
 - 11.4 Comments from supervisor 3:
 - 11.5 Comments from Head of the Department
 - 11.6 Comments from the Dean of School
 - 11.7 Comments from the DPGS

Once all parties have signed, the original copy will be retained in the DPGS, while copies will be returned to the candidate, main supervisor, and respective Head of Department and Dean of School.

3.8 PhD Academic Activities

In order to acquire competence in his/her area of specialisations, the PhD students will be required to: -

- Present a minimum of four seminars per year at department, school, and PhD seminar forum (at least two must be from the PhD seminar forum).
- Attend at least two short courses on Research Methods/Epidemiology and Biostatistics; and at least one short course in candidate's area of specialisation throughout PhD training period (these short courses will altogether contribute to at least 40 credits).
- Attend at least three national conferences and present his/her work in at least one of these conferences.
- Attend at least one international conference and present his /her work.
- Attend all workshops/conference organized in the department /faculty/University which are relevant to his/her area of specialization; and may also participate in teaching undergraduate students under the guidance of university faculty in his/her department/school.
- It is expected that all these PhD training activities, together with PhD research execution and thesis writing will contribute to a minimum of 540 credits required for the candidate to be awarded PhD degree.
- Note that for a candidate under MD/DVM-PhD, his/her respective department and school will plan for structured full courses which will be equivalent to two semesters (one year) of a master programme with a minimum of 1,300 hours (130 credits). The proposed

courses will be structures at the Department and School levels, and then, presented to the HDC for review and subsequent recommend to the Senate for approval. All these courses must be accomplished in the first year of the PhD candidate training.

3.9 Examination

The University aims at producing PhD graduates of a high international standard, who are able to compete both locally and internationally for positions and research funds. The PhD students at the University should therefore perform a research of high quality, have competency their research field and be able to present, explain and defend their PhD work.

The examination is divided into two parts:

- Examination by examiners, approved by the Senate through HDC (based on the recommendations from the Department through School where the candidate registered) and who will read and critique the thesis. These will score part I of the *Dissertation and Thesis Scoring and Grading Guidelines*)
- An open viva voce examination at which the candidate presents and defends/discusses his/her research work. During this session, examiners will score part II of the *Dissertation and Thesis Scoring and Grading Guidelines*).

3.10 Submission of the Thesis

When the candidate and supervisors are satisfied by the progress of the thesis and are ready to submit the thesis for evaluation, the candidate must notify the DPGS through his/her respective Department and School on intention to submit the thesis for evaluation at least 3 months in advance. This will give time for the departments to nominate the examiners (internal and external examiners), who will be recommended by the respective schools which and the HDC to the Senate for approval:

- The supervisors will have to declare and sign that they are satisfied with the standard of the thesis to be submitted for assessment and evaluation by the examiners
- The candidate will then submit the thesis in partial fulfilment of the requirement for the award of the degree of Doctor of Philosophy (PhD) of Catholic University of Health and Allied Sciences.
- Candidates must submit 6 loosely bound copies of the thesis at least three months before appearing for the defence
- The thesis will be examined by both external and internal examiners who will have to fill the *Dissertation and Thesis Scoring and Grading Guidelines Part I & II*)(see appendix)
- If the external and internal examiners are satisfied by the standard of the thesis (as evidenced by the combined *Dissertation and Thesis Scoring and Grading Guidelines Part I*), the candidate will have to appear for the oral defence (viva voce) at a panel of examiners as stipulated in the university guidelines.
- Examiners should be expert in the field of the thesis who are either PhD holders (or equivalent credentials but at a rank of senior lectures or more).
- The appointed examiners should have a track record of supervising and examining PhD theses. Where there is no CUHAS expert to serve as internal examiner, the department should recommend internal examiners from outside the University.

3.11 Viva Voce

The PhD thesis defence will be public and will be conducted using physical and virtual methods. The candidate, his/her supervisors, and panellists (as stated below) will attend physically, whereas other staff, students, and individuals with interests in the subject matter can attend virtually. The virtual platform link will be provided at least one week before the defence date and announced through the university website and university-wide notice boards.

The announcement will have a minimum of the following:

- Names of the University, DPGS, School and Department where the candidate belong.
- The candidate's name, registration number and course.
- Dissertation's title.
- Names of supervisors.
- Names of internal and external examiners; and their affiliations.
- Date and duration of defence.
- A virtual link for the PhD thesis defence.

3.11.1 The conduct of the viva voce

In addition to writing a thesis, the PhD candidate shall appear for a viva voce examination and will be dully scored using *Dissertation and Thesis Scoring and Grading Guidelines Part II*).

- a. The viva voce examination shall take place only after the HDC and Senate have been satisfied that the thesis submitted by the candidate is considered by the examiners to be of acceptable standard based on the combined score using *Dissertation and Thesis Scoring and Grading Guidelines Part I*).
- b. The questions in the viva voce examination shall primarily focus on the candidate's thesis research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity in the thesis subject area.
- c. The appointed members of viva voce panel shall be selected to ensure that the candidate is examined by sufficiently qualified and experienced scholars in the research or related area.
- d. The viva voce examination shall comprise at least seven examiners appointed by the Senate through the relevant Faculty/Institute Board and the DPGS through the HDC.
- e. Panellists who are unable to be present at the viva voce examination, shall submit their oral examination questions to the DPGS, and nominate a suitably qualified representative where possible to the viva voce who shall be appointed. However, efforts will be made to ensure that the external examiner attend either physically or virtually.
- f. The viva voce panellists shall be provided with full texts of the thesis examiners' reports, and copies of the candidate's thesis, at least four weeks before the date of the oral examination.

3.11.2 The composition of the viva voce panel

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

- Chairperson with voting power.
- Two External Examiners who examined the thesis or a representative.
- Two Internal Examiners who examined the thesis.
- Appointee of the Dean of School where the candidate is registered.
- Appointee of the Head of Department where the candidate is registered.

- Any other qualified co-opted members, at most 2 invited by the relevant School (one of whom will be a secretary) and approved by Senate.

3.11.3 The Chairperson of the viva voce panel

The Chairperson of the viva voce panel, who need not be a specialist in the candidate's thesis area, shall be a senior academician preferably a person who has already attained the level of a senior lecturer with a PhD, and shall be appointed by the Senate based on the recommendation of the respective School through the HDC.

3.11.4 The function of the viva voce

The function of the viva voce shall be:

- To ascertain that: -
 - the thesis presented the data, methodology, analysis and findings is the original work of the candidate.
 - the broader subject area in which the study is based is fully grasped.
 - any weakness in the thesis can be adequately clarified by the candidate.
 - score the candidate while presenting using the *Dissertation and Thesis Scoring and Grading Guidelines Part II (appendix iii)*
- To make a definite recommendation to the DPGS through HDC and Senate whether the candidate has passed or failed.
- The viva voce panel should, as far as possible, work towards a unanimous decision on the candidate's performance based on the combined *Dissertation and Thesis Scoring and Grading Guidelines Part I & II* $\geq 60.0\%$ (computation of the combined final score from Part I & II as shown in the *Appendix iii*).
- Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails (based on the scores), a vote shall be taken to arrive at a decision. A majority vote in favour of passing the candidate shall be required for passing a viva voce examination.

3.11.5 At the end of the viva voce examination:

- The panel members shall sign a special viva voce Examinations Results' Form giving a specific recommendation to DPGS (through the respective Dean of School and the Department where the candidate is registered) on the candidate's performance (*Appendix iii*).
- The Chairperson of the panel shall also submit to the DPGS a comprehensive report approved by the oral panellists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions. This should also go through the respective Dean of School and the Department where the candidate is registered.
- Whereupon each panellist in the viva voce examination shall receive an honorarium at the rate approved by the institution.

3.11.6 Duration of the viva voce examination

The duration of the viva voce examination shall not exceed three hours.

- Maximum of 45 minutes for the oral presentation
Presentation by the candidate about his/her works. This could be a power point presentation. It should be brief and cover the main areas of the work

(Introduction, justification for the study, main objectives, materials and methodology, main findings and any new contribution to scientific knowledge, discussions, conclusions and suggestions for future studies).

- b. Maximum of 2 hour for questions and answers
- c. Maximum of 15 minutes for questions and answers from the general public.
- d. Maximum of one hour for deliberations (Note that, this duration is excluded from the 2 hours and 15 minutes duration for questions and answers).

3.11.7 The Senate shall make the final decision on the PhD degree award to the candidate based on the recommendation of the HDC.

3.11.8 Any subsequent publications from a thesis submitted for the PhD degree must contain a declaration statement that the work is based on a thesis submitted to the awarding institution.

4.0 GUIDELINES ON SUPERVISION OF HIGHER DEGREE CANDIDATES

Every candidate who undertakes postgraduate research studies is assigned a main supervisor and one or more co-supervisor(s) who are specialists in the field of study. However, the student-supervisor contract is often determined during the preliminary discussion period. This agreement can then later be formalized in the registration process. The student is often dependent on his/her supervisor(s), for success in the research project. The supervisor on the other hand will gain great benefit from a competent and efficient student, who represents an important driving force in the research work. For all to benefit it is therefore recommendable that the student and supervisor give each other a trial period, to obtain knowledge concerning how they work together and if the expectations can be fulfilled in both directions.

Nevertheless, the authority for the appointment of supervisors' rests with the Senate, through the HDC, School and Department recommendations. The supervisor(s) may be changed following permission of the Senate through the HDC, School and Department recommendations.

The optimal number of supervisors for a master student is two. However, there is a provision for three supervisors for candidates with genuine reasons based on a need for extra expert in the subject matter. This special request should be sought by the candidate through HoD, Dean and the DPGS/HDC. A minimum of two and maximum of four supervisors are sufficient for PhD supervision.

The DPGS in collaboration with the PhD candidate's respective Department and School can set a supervisory committee. This committee will comprise of all supervisors and other subject matter experts holding PhD with a rank of Senior Lecture or above (making a total of five members). In an event, the PhD students have two supervisors, three other members of the supervisory committee will be nominated. In an event, the PhD students have three supervisors, two other members of the supervisory committee will be nominated.

The maximum number of Master and PhD students supervised by one supervisor in a calendar year should be 15 (for the main supervisory and co-supervisory roles combined), and supervised students can be from different years of studies. The total number of students can be equally distributed for Master's and PhD; or it can vary. For example, one supervisor can have 10 master students and 5 PhD students. However, the maximum number of graduate students per supervisor for the main/primary supervisory role should be 10.

4.1 General Duties and Responsibilities of Supervisors

4.1.1 The Supervisor is the University's agent in ensuring that: -

- i. Higher degree candidates are maintaining satisfactory progress.
- ii. The candidates receive adequate advice and encouragement on the coursework and thesis / dissertation research project.
- iii. The work being done on the thesis/dissertation is reviewed critically and on a continuous basis.

4.1.2 From the University's point of view, a positive attitude and relationship between the supervisor and the candidate is essential to:

- i. Ensure that the candidate completes his / her studies successfully.
- ii. Be able to identify difficult problems or inadequate work early enough to avoid unnecessary frustrations for the candidate.

4.1.3 Since the Supervisor is the agent of the University, ensuring that the student's work attains a satisfactory standard, he/she has the duty to acquaint himself/herself with all the University's Higher Degree Regulations. He/she also has the responsibility to know his/her student and to be familiar with whatever special problems he/she may have, and in details.

4.1.4. The Supervisor should know the distinction between the supervision of Master's candidates and the supervision of PhD candidates. He/she should understand that:

4.1.4. The Master's programme is designed primarily as a training course by the means of which the candidate will: -

- i. Acquire certain new knowledge, skills and techniques.
- ii. Be exposed to the fundamentals of research.
- iii. Learn how to present the results of research in a scholarly manner.
- iv. Make some important contribution to knowledge even though it may not be very original.
- v. Because he/she lacks previous research experience, the master's candidate requires close and careful supervision at all times, but more so during the early stages when learning the research techniques and also when learning to present the results of research in a scholarly manner for the first time.

4.1.5 The PhD in contrast, is recognition of successful postgraduate research experience. Here the Supervisor should recognize that the candidate had already acquired some training experience in research when he/she was a Master's candidate. What is expected of the PhD candidate is thus far much more than what has been outlined above for the master's candidate. Here the supervisor expects the candidate to: -

- i. Make a distinct contribution to new knowledge of facts and /or theory.
- ii. Produce considerably more original work than required for the master's programme.
- iii. Manifest greater depth and breadth in his/ her review of the relevant literature than is the case for the Master's candidate.
- iv. Be more critical in his/her analysis of the data he/she has collected.
- v. Exercise more initiative in his/her research than for the master's degree research candidate.

- vi. After the first or second year, the PhD candidate should be able to work independently and to be guided rather than directed by his/her supervisor. Still is the responsibility of the Supervisor to guide the candidate in the right direction.
- 4.1.6 The Supervisor has the responsibility of assisting the higher degree candidate in the formulation of an appropriate higher degree research project and to ensure that the candidate presents seminars as required.
- 4.1.7 The Supervisor has the responsibility to focus ahead and to see the potential and limitations of the research problem before the candidate goes far with the research work. He / she should be capable of seeing, through his previous research experience, whether the candidate will get meaningful data within on to three years of research, whether the proposed research problem is a long term one which does not fit as a higher degree research topic, etc. Supervisors must have this kind of insight to significantly reduce the common problem of students wasted effort'' to a minimum.
- 4.1.8 The Supervisor has responsibility to monitor the candidate's progress throughout the research period. There are various methods through which he/ she can be kept in close touch with the student's research progress: -
 - a. Demanding the student to submit periodic reports about his/her research findings. The reports may be well constituting drafts of the final dissertation/thesis. In reviewing them the supervisor shall take the opportunity to advice the candidate on matters of the presentation and if necessary, to give suggestions where modifications are required. The supervisor shall also have the responsibility to ensure that student submit to the Postgraduate Studies Comitia progress report every six months.
 - b. The Supervisor shall use those reports as a basis for writing his own report to the Postgraduate Studies Committee on the candidate's research progress and the basis for recommending the upgrading of the candidate's registration from the Master's to PhD programme, or if need be recommending him/her for discontinuation from studies.
 - c. Regular consultation between the candidate and the Supervisor to discuss the research work is advised. Frequent consultations help to make the Supervisor aware of new problems in the student's research since the last report and to suggest remedial measure before it is too late. At least one monthly consultation should be reported in supervision forms.
 - d. Organizing seminar presentations by the candidates. Seminar presentations by the candidate to the relevant Department/Panel about his/her research work gives him/her an opportunity to think more critically about his/her work, and also a unique opportunity of being criticized by others while standing on his/her own.
- 4.1.9 The supervisor also has the important responsibility of guiding the candidate in his/her thesis/dissertation writing. Here it should be emphasized that although the writing of the thesis/dissertation is entirely the responsibility of the higher degree candidate, it is the supervisor's responsibility to ensure that the student submits a thesis of a standard, which is acceptable for the degree for which it is intended. To avoid unnecessary embarrassment to the candidate, to the supervisor and the University on rejected theses, the following remedial measures are suggested: -
 - a. The supervisor should be accessible, should show interest and enthusiasm in the candidate's research works, and should have a positive and friendly relationship with the candidate.

- b. The supervisor should discuss the dissertation/thesis drafts with the candidate all along. In order to save the student's time, the supervisor should undertake to meet the candidate and to discuss his/her dissertation/thesis draft within two weeks of receiving the manuscript.
 - c. The supervisor should read the candidate's drafts carefully and critically, giving constructive suggestions on how and where the dissertation/thesis could be improved.
 - d. The supervisor should advise the candidate on what details should be placed in the main body of the dissertation/thesis, what should better be in appendices, what should better be expressed by illustrations, how to write the Bibliography
 - e. In the end the supervisor should read the entire final draft and satisfy himself/thesis himself/herself that the dissertation/thesis is ready for examination.
- 4.1.10 The supervisor has the responsibility of recommending to the Head of the Department/Faculty/Institute, potential External Examiners for the candidates' dissertation/thesis.
- 4.1.11 Finally, the supervisor has also the responsibility of guiding the candidate in the revision of the dissertation/thesis if such revisions are recommended by the External or Examiners.

4.2 Further Recommendations on Supervisors' Duties and Students' Progress

- 4.2.1 It is evident also from the preceding account that frequent consultations between the higher degree candidate and his/her supervisor are necessary to ensure that the candidate does not go astray in his/her research. It is suggested, therefore, that if the candidate's main supervisor should be away from the University for more than three consecutive months, an acting supervisor should be appointed.
- 4.2.2 It is suggested that to have uniformity in the information brought in by supervisors to the postgraduate studies committee on their postgraduate student's research progress, the use of a standard progress report form for higher degree research candidates be used (Appendix ii). Information provided shall be used by the DPGS to report student's progress to their Sponsors and/or employer when requested to do so.
- 4.2.3 In the course of supervising a higher degree candidate, a situation may crop up whereby one or more of the following relationships develops:
- a. Breakdown in communication between the student and the Supervisor.
 - b. Personal clashes and conflicts between the Supervisor and the Candidate.
 - c. Hostile relationship between the Supervisor and the Candidate.
 - d. Refusal of the Candidate to follow the Supervisor's advice.

When such a situation occurs, it is recommended that both the supervisor and the candidate report the problem, in writing to the Head of the Department/ Dean of Faculty/Director of Institute. The Head should study the nature of the Postgraduate of the problem and recommend to the faculty's and subsequently to the Postgraduate Studies Committee for one of the following actions:

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

4.2.4 Further recommendations: -

- a. For purpose of quality assurance, in case of PhD supervision the main supervisor must be a PhD holder with a rank of Senior Lecturer and above who is an expert in the field. The Co-supervisor should be a PhD holder with at least 1 year post-doc experience in the research area
- b. For the purpose of quality assurance in case of a master's degree, the main supervisor must be at least a Lecturer with 3 years' experience in the research topic. The co-supervisor should be a Lecturer with at least 1 year experience in the research field
- c. To ensure that the candidates are adequately supervised, the Departments should limit the number of candidates a single staff member can supervise at a time.
- d. The staff member supervision responsibilities should be taken into consideration by the Head of Department when assigning the teaching load. It is recommended that when one is a sole supervisor the maximum number of students to supervise should be three. While in co-supervision, the maximum number of students should be 5. Co-supervision of students should be encouraged. Supervision will end when the candidate submits the dissertation/thesis for examination.

4.3 General Responsibilities of the Student

- 4.3.1 It is the responsibility of the candidate to be conversant with all the Higher Degrees regulations and guidelines and to abide to them.
- 4.3.2 It is the candidate's responsibility to complete his/her research on schedule and to write up the thesis/dissertation as stipulated in the general guidelines.
- 4.3.3 It is the candidate's responsibility to discuss problems stemming from his/her research with his/her supervisor(s) and Head of Department.
- 4.3.4 It is the candidate's responsibility to write and submit to supervisor(s) progress reports on time as stipulated in the regulations, to keep all supervision tracking forms and forward copies to the DPGS.
- 4.3.5 It is the candidate's responsibility to ensure that subsequent publications from a thesis/dissertation submitted for a degree of CUHAS must contain a statement that the work is based on a thesis or a dissertation submitted for a degree of the CUHAS.

APPENDICES

Appendix i: Declaration and Certification Master's degree Dissertation/PhD Thesis

The following phrases are recommended for caption of the pre-amble sub-sections:

Declaration for Master's degree Dissertation/PhD Thesis

I,....., hereby declare that the work presented in this dissertation/thesis is my original idea and has not been presented for any other degree in any university.

Signed..... Date:.....

Certification for Master's degree Dissertation/PhD Thesis

This dissertation has been submitted with the approval of the following supervisors:

1.....

Signed..... Date:.....

2.....

Signed..... Date:.....

3.....

Signed..... Date:.....

Appendix ii: Supervision tracking form



DIRECTORATE OF RESEARCH AND INNOVATIONS/DIRECTORATE OF POST GRADUATE STUDIES

SUPERVISION TRACKING FORM

Reporting Date	
Student Name	
Title of the Research	
Purpose of the Research (Degree, Master, PhD)	
Research period	
Supervisor 1	Name: Department: Area of expertise:
Supervisor 2	Name: Department: Area of expertise:
Supervisor 3	Name: Department: Area of expertise:

REPORT FROM SUPERVISOR 1

Reporting Date	
Student Name	
Purpose of the Research (Degree, Master, PhD)	
Supervisor 1	Name: Department: Area of expertise:
Supervision Meetings	Number: Date(s): Contact time spent with supervisee:
Supervision activities	<i>Summarize the activities carried out (e.g. corrections, explanation, statistics, lay-out, help in logistical issues, etc.)</i>
Supervision plan	Date of next supervision session: Planned activity until next session:
Assessment of progress (Tick appropriate box)	Proposal still under review <input type="checkbox"/> Proposal ready to be submitted for Ethics & Review <input type="checkbox"/> No progress made since last session <input type="checkbox"/>

Supervisor

Seen by Student

Appendix iii: Dissertation and Thesis Scoring and Grading Guidelines for Master's dissertation and PhD thesis

Background

Both internal and external examiners are supposed to use this guideline as a benchmarking tool to objectively evaluate candidates. Examiners' evaluation will play a major role in our decision as to whether the Dissertation/Thesis worthy DEGREE AWARD or NOT.

Therefore, examiners are urged to provide comments and criticism to the candidate by identifying the major contributions of the dissertation, major strengths and weaknesses, and its suitability for the degree award. Examiners must include both general and specific comments under the following key points:

1.0 PREAMBLE SUBSECTIONS (TOTAL = 5 marks)

1.1 Topic and title (2 marks)

- Is the topic of interest and relevant for the discipline the student is specializing?
- Does the title reflect the whole content of the dissertation?

1.2 Operational definitions (1 marks).

- Does the dissertation contain all relevant operations definitions, and are they in line with the topic?

1.3 Abstract (2 marks)

- Is it well-structured and summarizing concisely all essential information of the dissertation: background, objective, methods, results and conclusion?

2.0 BACKGROUND AND LITERATURE REVIEW (TOTAL = 15 MARKS)

2.1 Background (10 marks)

- Is the study background adequately and chronologically described? (2 marks).
- Is the nature, magnitude and research gap(s) related to the research problem clearly stated using global, regional and local literatures in context? (2 marks).
- Is the rationale for the proposed research made clear? Does it justify utilization and/or translation of the findings in the local settings, regionally or globally? (2 marks).
- Is the research question(s) and/or hypothesis clearly stated? Are they also reflected in the conceptual framework stated? (2 marks).
- Are the objectives reflecting the problem statement and rationale? Are the specific objectives SMART? (2 marks).

2.2 Literature review (5 marks)

- Is the literature relevant to the dissertation well reviewed, organized and presented from Global, Africa, East Africa, Tanzania and/or to the locality where the study was conducted? (3 marks).
- Does the candidate show ability to critically evaluate and synthesize relevant literature information? (2 marks).

3.0 METHODOLOGY (TOTAL = 25 marks)

3.1 Study design, sample size, sampling procedures and data collection (8 marks)

- Is the study design appropriate for the objectives? (1 mark)
- Is the sample size appropriate and adequately justified? (2 marks)
- Is the sampling technique appropriate and adequately described? (2 mark)
- Are the methods and instruments of data collection appropriate, are they described and supported by appropriate references and/or tools? (2 marks)
- Are the techniques to minimize bias/errors documented? (1 marks)

3.2 Data management and analysis (14 marks)

- Are appropriate statistical methods and tests used? and are they in line with the specific objectives? (4 marks)
- Are the point estimates (prevalence, incidence, strength of association, etc) well and correctly described? Are the statistical significance cut-off values well documented, correct and appropriate (E.g. Odd Ratio, Relative Risk, Confidence intervals, p-values or Correlation coefficient)? (10 marks)

3.3 Research approval, permissions and ethical considerations (3 marks)

- For studies including human or animal subjects, is there a section delineating that the study been approved by the relevant research and ethics committee? (1 mark).
- Is there description on how information sheets were given to participants? and how consent (or assent where applicable) was obtained? (1 mark).
- Is there description on the permissions obtained from all relevant local authorities? (1 mark).
- Have any conflicts of interest (financial or other) been clearly stated? (if any).

4.0 RESULTS (20 marks)

- Is the work scientifically interesting, rigorous, accurate, and correct? (2 marks).
- Are the findings covering all objectives and presented logically? (4 marks).
- Are the diagrams, tables, figures, and captions correct, appropriate and clear (clearly labelled, well summarized, readily interpretable, with appropriate and consistent formats)? (6 marks).
- Did the study test the hypothesis; Are the statistical tests calculated, presented and interpreted correctly, and appropriately? (6 marks).
- When results are stated in the text of the dissertation, can you easily verify them by examining tables and figures? (2 marks).

5.0 DISCUSSION (15 marks)

- Is the discussion relevant to the study findings? (2 marks)
- Is it easy to understand read? (1 marks)
- Is the work set well in the context of the previous work? How well are the key findings and objectives discussed? (4 marks)
- To what extent have differences or similarities with other studies been discussed and scientific reasons (or plausible explanations) given? Are the implications of the findings clearly articulated? (6 marks)
- To what extent have limitations been discussed? (2 marks)

6.0 CONCLUSIONS AND RECOMMENDATIONS (5 marks)

- Is the conclusion justified by results and discussion? Does the conclusion reflect the primary goals of the study? Is the conclusion carefully written, summarizing what has been learnt and why it is interesting and useful? (2 marks)
- Are the recommendations presented emanating from the results, discussion, and conclusions? Are there feasible measures pinpointed for future actions to improve local or regional settings at individual/hospital/community/ or system levels (2 marks)
- Are the areas for future research well-articulated from the findings in the dissertation? (1 marks)

7.0 REFERENCES (5 marks)

- Are they appropriate, relevant, and pertinent to the current study? (2 marks)
- Are the references following Vancouver Style recommended by the CUHAS? (1 marks)
- Are they up to date? Are there any errors? Are the references in the reference section matching to the cited references in the text? (2 marks).

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8.0 APPENDICES (7 marks)

- Are all supporting appendices supporting documents included? e.g. Data collection tools/questionnaires in both English and Kiswahili versions (and/or other local languages where necessary), Is the information sheet and consent (or assent) form both in English and Kiswahili versions (and/or other local languages where necessary) included (1 mark).
- Is the research and ethical approval certificate (and amendments where necessary) included? (1 mark).
- Is the plagiarism/similarity index check report attached and dully signed by the candidate and one of the supervisors? (1 mark)
- A manuscript to be submitted to a peer reviewed journal OR published manuscript(s) attached (4 marks).

9.0 OVERALL WRITING STYLE (3 marks)

- Is the overall balance and structure of the dissertation good? (1 mark).
- Is the length of the dissertation appropriate for the content? Is the dissertation presented logically (e.g. correct information in each section and subsections, logical flow of arguments, and well organization)? (1 mark).
- Are there any errors in language, technique, fact, calculation, interpretation, or style? (1 mark).

PART I

Examiners Summary Assessment of Post Graduate Dissertations/Thesis

Name of the candidate:.....

Candidate's registration number.....

Degree registered for:.....

Department/School/Institute:.....

Dissertation title:.....

.....

.....

.....

Part IA: The scoring scheme for Master's Dissertation or Doctor of Philosophy's Thesis

S/NO	PART OF THE DISSERTATION/THESIS ASSESSED	MAXIMUM SCORE	ACTUAL SCORE
1.	PREAMBLE SUBSECTIONS	5	
2.	BACKGROUND AND LITERATURE REVIEW	15	
3.	METHODOLOGY	25	
4.	RESULTS	20	
5.	DISCUSSION	15	
6.	CONCLUSIONS AND RECOMMENDATIONS	5	
7.	REFERENCES	5	
8.	APPENDICES	7	
9.	OVERALL WRITING STYLE	3	
	TOTAL MAXIMUM SCORE	100	

NAME OF EXAMINER & DESIGNATION:

AFFILIATION:

SIGNATURE:DATE:.....

PART II

Examiners Summary Assessment of Dissertation/Thesis's Viva Voce

Name of the candidate:.....

Candidate's registration number.....

Degree registered for:.....

Department/School/Institute:.....

Dissertation title:.....

.....

.....

The scoring scheme for Dissertation or Thesis' Viva Voce

S/NO	PART OF THE DISSERTATION/THESIS ASSESSED	MAXIMUM SCORE	ACTUAL SCORE
1.	Organization of slides, quality of slides, recommended number of slides and use of visual aids/illustrations.	10	
2.	Presentation style and communication skills (mannerism, voice, ownership of the work, chronological flow from one slide to another, candidate largely facing the audience as opposed to the slides).	20	
3.	Logical flow justifying execution of the study (critical presentation of the background, problem statement, rationale and methodology in context).	10	
4.	Response to questions and challenges from examiners (evidence of mastering the subject: sound clinical arguments /scientific reasoning/ comprehension of the principles underpinning the methods/techniques used etc)	30	
5.	Knowledge translation (ability to extrapolating his/her findings in the local, regional, or global context)	30	
	TOTAL MAXIMUM SCORE	100	

NAME OF EXAMINER & DESIGNATION:.....

AFFILIATION:.....

SIGNATURE:.....DATE:.....

FINAL SCORE AND GRADE FOR A DISSERTATION/THESIS

Part I (Dissertation book score) and Part II (Viva voce score) will proportionately constitute 60% and 40% of the final score, respectively; and a candidate must pass in both components. Note that, the cut-off for passing in each component will be 60% (out of 100% initial score before adding the two components).

The final score will be given to the candidate during the verdict session (where the candidate will leave the room). The average scores from all examiners (i.e. internal and external examiners) will be computed, and the candidate will be awarded a final score and grade. In an event where the scores from examiners cannot guide final decision, the verdict of the external examiner will determine the fate of the candidate.

Keys to the final scoring and grading system

<i>Numeric Mark</i>	<i>Letter Grade</i>	<i>GPA</i>
75 – 100	A	4.4 – 5.0
70-74	B+	3.5 – 4.3
60-69	B	2.7 – 3.4
50-59	C	2.0 – 2.6
45-49	D	1.5 – 1.9
44 and below	E	0.0 – 1.4

Note that; there are other critical issues which may result into disciplinary action including (but not limited to) the REJECTION of the dissertation/thesis irrespective of the scores obtained in Part I and Part II above. These include evidence of plagiarism, falsification of data, research and ethical misconducts. In an event any of these occur, the matter will be discussed on a-case-by-case basis.

The grading scheme and disposal for Master's Dissertation or Doctor of Philosophy's Thesis

Score	Grade and interpretation	DESCRIPTION OF RECOMMENDATION	DECISION
75 – 100	A (Excellent)	The Dissertation is adequate and satisfactory in form and content, and reflects a sound understanding of the subject and the degree should be awarded OR the degree can be awarded after addressing minor grammatical and typographical errors.	Accept without changes or Minor changes within one week
70 – 74	B+ (Very good)	The Dissertation is adequate and satisfactory in form and content and reflects an adequate understanding of subject, but the degree should be awarded only after minor changes have been made. Such changes should be specified, and may include minor grammatical, typographical, bibliographic errors, and editorial corrections.	Minor changes within one month
60 – 69	B (Good)	The Dissertation is adequate and satisfactory in form and content and reflects an adequate understanding of subject, but the degree should be awarded only after minor changes have been made. Such changes should be specified, and may include minor grammatical, typographical, bibliographic errors, editorial corrections, slight-reorganization of sections, and minor modifications of tables, figures, paragraphs or sentences	Minor changes within 3 months
50 – 59	C (Fail)	The Dissertation is inadequate and unsatisfactory in form and content and the degree should be awarded only after major changes have been made. Such changes should be specified in examiners reports, and may include extensive grammatical and typographical errors, minor additional data analysis, errors in data interpretation, more extensive changes involving revision of specified sections, or chapters	Major changes between 3 to 6 months
45 – 49	D (Fail)	The Dissertation is inadequate and unsatisfactory in form and content, but upon improvement will contain substantial contribution to knowledge. To remove these defects, it should be substantially revised and re-submitted for examination by a Board of Examiners. Changes needed may include additional data collection or further research, in depth additional analysis, in depth synthesis of information and literature review, and re-writing.	Re-examination between 9 to 12 months
≤ 44	E (Fail)	The Dissertation is grossly inadequate and unsatisfactory and offers no scope for improvement does not reflect a clear understanding of the subject and should be rejected. The degree should not be awarded	Rejected

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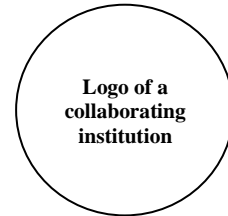


BY

KAZIMOTO W. TUANGOMA (MD)

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