

SOKOINE UNIVERSITY OF AGRICULTURE



**DIRECTORATE OF POSTGRADUATE STUDIES,
RESEARCH, TECHNOLOGY TRANSFER AND CONSULTANCY**



REGULATIONS AND GUIDELINES FOR HIGHER DEGREES



Sixth Edition: April, 2021 (Revised)

SOKOINE UNIVERSITY OF AGRICULTURE



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FOREWORD

Sokoine University of Agriculture (SUA) was initially established by Act No.6 of 1984 (later amended by Act No. 14 of 1984) by elevating the former Faculty of Agriculture, Forestry and Veterinary Medicine of the University of Dar es Salaam to a full-fledged University of Agriculture. The University Act No. 6 of 1984 was repealed in 2005 when the Universities Act came into force. Following the enactment of the Universities Act, SUA was granted its Charter on 31st December 2006. The Charter came into force in 2007, the year to which it is referred.

The University has three academic campuses namely the Edward Moringe (formerly known as the Main campus), Solomon Mahlangu and Mizengo Pinda. The Edward Moringe and Solomon Mahlangu campuses are located in Morogoro town while Mizengo Pinda campus is located in Katavi region. Sokoine University of Agriculture has additional field stations in Arusha (Olmotonyi), Tanga (Mazumbai) and Ruvuma (Mbinga, Ifinga and Tunduru) regions as well as those located in Morogoro region (Kitulangalo, Towelo morning site and Mgeta).

Postgraduate studies which started in the 1970's, have been an important component of the University's activities. The first PhD was awarded by the Faculty of Agriculture in 1972. Gradually the number of postgraduate students at SUA has been growing with time. Although most of them are Tanzanians, the University postgraduate student body has included from time to time, international students from within and outside Africa.

The University offers Postgraduate Diploma and Master Degree programmes in a wide range of agriculture and allied disciplines.

PhD programmes are offered in all Colleges and school in their respective disciplines and other areas of specialization. Sokoine University of Agriculture Regulations and Guidelines for Higher degrees were first approved by the University Council on 8th December 1994. In order to meet new demands and challenges, these Regulations and Guidelines have been revised from time to time with the last version (6th Edition) being approved and published in September 2018.

Following review of the 2nd Edition of the Guidelines and Minimum Standards for university education in Tanzania which subsequently produced the 3rd Edition of these Standards and Guidelines released by the Tanzania Commission for Universities (TCU) on December, 2019, the 267th Senate meeting of the Sokoine University of Agriculture directed aligning and harmonization of the 6th Edition of SUA Regulations and Guidelines for Higher Education with the TCU Guidelines. This 6th Edition (Revised) 2021 has accommodated TCU Guidelines and Minimum Standards for running postgraduate studies at SUA. It is expected that this document will be a useful resource to postgraduate students, supervisors and examiners of postgraduate work as well as all individuals involved in management and coordination of postgraduate studies at SUA.

Prof. Raphael T. Chibunda

Vice Chancellor

INTRODUCTION

Higher degrees at SUA comprise of Postgraduate Diplomas, Master's and PhD degrees and Postdoctoral studies designed to develop mastery in skills and subject matter specialization in the disciplines of choice. Standard duration for Postgraduate studies ranges from 12 months for Postgraduate Diplomas, 18 to 24 months for Masters and Postdoctoral studies and 36 to 48 months for PhD degrees. Options exist for coursework and research, research and thesis and coursework and internship for Masters, and for coursework and research, and research and thesis for PhD degrees. Postdoctoral studies are by research only, or a combination of research and teaching. Registration modality for Postgraduate Diplomas, Master's and PhD degrees may be full time or part time as specified under subsequent sections. Part time studies can also be undertaken in the form of evening programmes established in some disciplines.

A. POSTGRADUATE DIPLOMAS

These are designed to be career development programmes that impart postgraduate education for advanced theoretical and practical knowledge/skills for candidates wishing to pursue careers other than research. The programmes are aimed at improving the career prospects, including self-employment and to enhance individual professional, personal and vocational growth of university graduates to become professional specific disciplines. The programmes are also expected to enable bridging the gap and improving the position of graduates in pursuing further studies in disciplines that may be slightly different from their foundation degrees, as may be guided by the regulations for higher degrees.

1.0 Minimum Admission Qualifications

- 1.1. A candidate for admission into the Postgraduate Diploma of Sokoine University of Agriculture shall hold a postgraduate certificate or bachelor degree (UQF level 8) with a minimum GPA of 2.0 or C grade from a recognized institution of higher learning, deemed to be equivalent to at least a pass degree of Sokoine University of Agriculture. Such qualification shall be in a subject or subjects relevant to the intended Postgraduate Diploma.
- 1.2. Candidates whose first degree is considered deficient in relation to the degree programme being applied for may be required to take remedial undergraduate courses in addition to the minimum postgraduate requirements. Such courses shall be examined and candidates shall be required to pass the courses upon which separate certificates of attendance shall be provided.

2.0 Structure and Duration of Postgraduate Diploma

- 2.1 Postgraduate diploma programmes will be offered in modules spread into two semesters. The maximum duration shall be 12 months for full time students and 24 months for part time students.
- 2.2 Candidates registered for postgraduate diploma shall be required to do both coursework and carry out research leading to submission of an examinable Research Project Report at the end of the programme.
- 2.3 The coursework and research project shall account for the minimum of 90 and 30 credits, respectively.

3.0 Admission and Registration Arrangements

- 3.1 Applications for admission into postgraduate Diploma shall be approved by the College/School/Directorate Board
- 3.2 No applications for admissions of postgraduate shall be considered after the commencement of the academic year. Candidates for postgraduate programmes shall normally be registered in the beginning of each semester. Late registration may be considered as may be guided by the University Senate.
- 3.3 University fee shall be paid in four installments (i.e. every three months). Students failing to pay fees shall be advised to freeze or postpone studies and come later after settling financial matters
- 3.4 No students shall be registered prior to payment of fees or without submission of a letter of commitment from their sponsors. The deadline for registration shall be on Friday of the fourth week of the first semester of the academic year. There shall be an orientation day for all postgraduate diploma students after their registration.

4.0 Coursework Evaluation for Postgraduate Diploma

- 4.1 Candidates registered for post graduate diploma shall do coursework examinations following assessment procedures as shall be specified in each curriculum. The coursework shall consist of a minimum of 60 credits (first semester) and 30 credits (second semester plus 30 credits dedicated to research) i.e. a minimum total of 120 credits per academic year [*One credit = 10 notional hours*] will be required to complete a Postgraduate Diploma.

- 4.2 Research proposal and Research Project report shall account for 10 and 20 credits, respectively as components of research.
- 4.3 Each course shall be examined separately by written and/or practical examinations during the semester in which the course is offered. The pass mark for each course shall be 60% or 'B' grade for core and 50% or 'C' grade for elective courses. Continuous assessment shall constitute 50% of the total marks
- 4.4 While the final written or practical end of semester examination shall account for 50% of the marks in each course.
- 4.5 Candidates whose overall grade point average (GPA) is below a 'B' grade (i.e. GPA below 3.0) shall be discontinued from studies.
- 4.6 Candidates, whose average pass is equal or above B grade but failed in one or more courses, shall be required to do a probation examination in the failed course(s). The maximum grade for a probation examination shall be B grade for core courses and C grade for elective courses.
- 4.7 Candidates will be allowed to sit for probation examinations two times only. Such examinations shall be conducted before the commencement of the subsequent academic year. A student who fails probation examination(s) twice shall be discontinued from studies.
- 4.8 A student who absents oneself from continuous assessment and/or end of semester examinations without compelling reasons shall be deemed to have absconded from examinations and shall be discontinued from studies.

- 4.9 A candidate discontinued from studies on grounds of failing in coursework examinations cannot be re- admitted for the same programme before time equivalent to the standard registration period for the degree programme has elapsed. The candidate may however, be allowed to apply for any other programme for which he/she may have qualifications to join when such a programme is next offered.
- 4.10 Examination grading system shall be the same in all Colleges/Schools/Directorates and students' raw marks shall be taken into account when calculating GPA. The grading system and equations for computing GPA shall be as indicated below:

Grade	Range of Marks (%)	Equation	Grade Point	Description
A	75 – 100	$Y=0.024X+2.6$	4.4 – 5.0	Excellent
B+	70–74.9	$Y=0.08X -1.6$	4.0 –4.39	Very Good
B	60–69.9	$Y=0.1X - 3$	3.0 –3.99	Good
C	50–59.9	$Y=0.1X - 3$	2.0 –2.99	Satisfactory
D	40–49.9	$Y=0.1X - 3$	1.0 –1.99	Marginal Fail
E	0 – 39.9	$Y=0.025X$	0.0 –0.99	Absolute Fail

Where Y = Grade point, and X = Raw marks (%).

- 4.11 The total Weighted Grade Points (Grade points multiplied by the credit hours of the examined subject) of all subjects will be divided by the total credit hours to determine the GPA. As a matter of principle, the final GPA shall be truncated down to one decimal place.

4.12 The final degree classification based on GPA for classifiable degrees shall be as follows:

Class Grade	GPA range
First Class	4.4 - 5.0
Upper Second Class	4.0 – 4.39
Lower Second Class	3.0 – 3.99
Pass	2.0 – 2.99

4.13 All cases of alleged coursework examination irregularities shall be referred to the College/School/Directorate Boards upon recommendation from College/School/Directorate Committees. The Boards shall submit recommendations to the Senate for approval.

4.14 Any candidate who shall be shown to have cheated in any part of the examination shall be discontinued from studies.

4.15 There shall be no external examiners for postgraduate diploma coursework.

4.16 All semester coursework results for Postgraduate Diploma shall be approved by Senate upon recommendations from the College/School/Directorate Boards before candidates are allowed to proceed to the second semester or graduate.

4.17 A postgraduate diploma shall be awarded after a candidate has successfully completed all the modules. A candidate failing to complete the course within the specified duration shall be discontinued from studies.

5.0 Research Project Report examination

- 5.1 Candidates registered for postgraduate diploma shall also be required to carry out a research that will lead to production of an examinable Research Project Report.
- 5.2 Examination of such report will be categorized as Pass or Fail after scoring overall mark of 60% and above (Pass) or below 60% (Fail).
- 5.3 At least TWO independent examiners from within or outside SUA will be appointed by the Head of the hosting Department to serve as Independent Examiners.
- 5.4 Postgraduate student failing the research project report shall be allowed to revise the report and re-submit for re-examination within a period of THREE months. Failure to re-submit within this period will lead to discontinuation from studies.
- 5.5 Marks scored from research project report shall NOT contribute to student's GPA but the title of his/her research will appear on the student's academic transcript.

B. MASTER'S DEGREE PROGRAMMES

The Master's degree programmes are designed primarily as training courses to impart competence in working with scientific methods by means of which candidates will:

- (i) Extend theoretical, conceptual and practical knowledge in the area of study;
- (ii) Be exposed to the fundamentals of research;
- (iii) Acquire certain new skills and techniques;

- (iv) Learn how to present results of research in a scholarly manner; and
- (v) Make some important contribution to knowledge even though it may not be very original.

1.0 Structure and Duration of Master's Degrees

The standard Master's Degree Programmes of Sokoine University of Agriculture will be either:

- Master's degree by Coursework and Dissertation
- Master's degree by Research and thesis (MRes) OR;
- Master's degree by Course work and internship (Professional Master degrees)

1.1 Master's Degree Programmes by Coursework and Dissertation

a) Descriptors and Standards for Masters by Coursework and Dissertation

- 1.1.1 Candidates shall be registered for Master's degree by coursework and dissertation leading to submission of a dissertation. The programme entails a minimum of 180 credits.
- 1.1.2 The coursework, research proposal and dissertation shall account for 120, 15 and 45 credits, respectively.
- 1.1.3 Students shall be required to present a minimum of two referred seminars over a period of 18 or 24 months or 36 months if an extension of registered is requested and approved.
- 1.1.4 The first seminar will be presented during proposal writing stage while the other one(s) will be

presented during research stage before dissertation examination.

- 1.1.5 Upon submission of an approved research proposal, candidates shall be allowed to proceed with the research part of the study, whose normal duration shall be nine months and maximum duration shall be 12 months if extension is requested.
- 1.1.6 The maximum normal duration for this master degree shall be 18 or 24 months. Candidates who are not able to complete the research part of study within the 12 prescribed months may be allowed for an extension of up to 12 months.
- 1.1.7 Candidates shall be required to appear for oral defense subject to positive recommendations from examiners.
- 1.1.8 Monitoring of progress and performance of students shall involve submission of progress reports at an interval of six months for the period ending June and December every calendar year.
- 1.1.9 Submission of semi-annual progress reports (for period ending June and December every year) shall be mandatory and shall be done using available platforms as guided from time to time by the directorate responsible for postgraduate studies at SUA and as per existing SUA Regulations and Guidelines for Higher Degrees. Such report must reach the Head of Department hosting the student not later than 15th of the reporting month i.e. June or December.

b) Minimum Admission Qualifications for Masters by Coursework and Dissertation

A candidate for admission into Master by Coursework and Dissertation shall hold:

- i). A bachelor degree with a minimum GPA of 2.7 OR;
- ii). A bachelor degree with at least an average of B grade for unclassified degrees OR;
- iii). Pass class for a bachelor degree if performance in subjects of study was B grade or above AND satisfy hosting College/School/Department that he/she has exhibited academic potential through extensive fieldwork/research experience of at least three years OR acquired professional development skills through training.
- iv). A Postgraduate Diploma in relevant discipline/area or equivalent with minimum GPA of 3.0 or B grade.

1.2 Master's Degree Programmes by Research and Thesis

a) Descriptors and Standards for Masters by Research and Thesis

2.0.1 A Master's degree programme by Research and Thesis (MRes) is designed to offer master's degree training to candidates who may wish to pursue research careers and who by nature of their occupations may not be able to follow the standard master's coursework curriculum. The programme entails 24 months of research work, including nine months for development and approval of a research proposal.

- 2.0.2 Candidates shall be registered for this master degree leading to submission of a thesis. Under this programme, the candidate is expected to undertake and complete a single larger research project.
- 2.0.3 Candidates who fail to complete the research part within the 24 prescribed months may be allowed for an extension of registration of up to 12 months.
- 2.0.4 To qualify for an award of a Master's degree by Research and Thesis, the candidate shall accumulate a minimum of 180 credits. Research proposal, research competence and thesis shall account for 15, 45 and 120 credits, respectively.
- 2.0.5 The candidate shall periodically present a minimum of three referred seminars over the period of 24 months or 36 months when under extension of registration.
- 2.0.6 The first seminar will be presented during the research proposal writing stage while the other seminars will be presented during the research stage before thesis examination.
- 2.0.7 Candidates shall be required to appear for oral defense subject to positive recommendations from examiners.
- 2.0.8 Monitoring of progress and performance of students shall involve submission of progress reports at an interval of six months for the period ending June and December every calendar year.
- 2.0.9 Submission of semi-annual progress reports (for period ending June and December every year) shall be mandatory and will be done using available

platforms as guided from time to time by the directorate responsible for postgraduate studies at SUA and as per existing SUA Regulations and Guidelines for Higher Degrees. Such report must reach the Head of Department hosting the student not later than 15th of the reporting month i.e. June or December.

b) Minimum Admission Qualifications for Master by Research and Thesis

A candidate for admission into Master by Research and Thesis shall hold:

- i). A bachelor degree with a GPA of at least 3.5 OR
- ii). A bachelor degree with a minimum GPA of at least 2.7 and research experience of at least three years.
- ii). An applicant will be considered to have acquired research experience when he/she has published at least one paper in SUA recognized journals or one paper in conference proceedings or has attended training on grant proposal writing or research methodology or data analysis.

1.3 Professional Master's degree Programme

A professional master degree shall be by coursework and a research paper with or without internship.

a) Descriptors and Standards for Masters by Coursework and Internship/research paper

1.3.1 Candidates shall be registered for Master's degree by coursework and internship or

research (i.e. Professional master degrees) leading to a research paper. The programme entails a minimum of 180 credits.

- 1.3.2 The coursework shall account for 120 credits while research proposal, internship and research paper shall account for 10, 25 and 25 credits, respectively. For candidates without internship, the research paper shall account for 50 credits in addition to 10 credits for the proposal.
- 1.3.3 Upon submission of an approved internship/research proposal, candidates shall be allowed to proceed with the internship/research part of the study, whose maximum duration shall be six months.
- 1.3.4 The maximum normal duration for master by coursework and internship/research paper shall be 18 months. Candidates who are not able to complete the internship part of study within the six months may be allowed for an extension of up to 12 months.
- 1.3.5 Maximum normal duration for master by coursework and research paper shall be 12 months and candidates who are not able to complete their research may be allowed to extend up to six months.
- 1.3.6 Master students by coursework and internship will be required to present a minimum of two referred professional seminars over a period of 18 months or up 24 months if extension of registered is requested and approved.

- 1.3.7 The first seminar will be presented during the research proposal writing stage while the one(s) will be presented during the research/internship stage before submission of a research paper or internship report.
- 1.3.8 Professional Master Students by coursework and research paper will be required to present a minimum of two referred professional seminars over a period of 12 or 18 months, the first one will be presented during the research proposal writing stage while the second one will be presented during oral defence of the research paper.
- 1.3.9 Candidates shall be required to appear for oral defence subject to positive recommendations from examiners.
- 1.3.10 Monitoring of progress and performance of students shall involve submission of progress reports at an interval of six months for the period ending June and December every year.
- 1.3.11 Candidates who successfully complete coursework but fail the research/internship component of the master degree programme shall be awarded a Postgraduate Diploma if such Postgraduate Diploma is specified in their degree curriculum.

b) Minimum Admission Qualifications

A candidate for admission into Master by Coursework and Internship shall hold:

- i.) A bachelor degree with a minimum GPA of 2.7 OR;
- ii.) A bachelor degree with at least an average of B grade for unclassified degrees OR;
- iii.) Pass class for a bachelor degree if performance in subjects of study was B grade or above AND satisfy hosting College/School/Department that he/she has exhibited academic potential in his/her profession/discipline through extensive fieldwork/research experience of at least three years OR acquired professional development skills.

2.0 Application, Registration Arrangements and Payment of University fees for master degree programmes

- 2.1 Applications for admission into master degree programmes will be submitted to the Directorate responsible for Postgraduate studies using means defined to be relevant during the application period.
- 2.2 All applications will be considered and approved by Academic Committee of the hosting College/School/Directorate.
- 2.3 No applications for admissions of master's by coursework and dissertation shall be considered after the commencement of the semester.
- 2.4 The deadline for registration for the Master's by Coursework and Dissertation AND Master by Coursework and Internship shall be on the fourth week of the first semester of the academic year. Late registration may be considered as may be guided by the University Senate.

- 2.5 Candidates for Master's by Research and Thesis degree programme shall normally be registered anytime of the year after admission approval by the Senate.
- 2.6 University fee shall be paid in four installments (i.e. every three months). No students shall be registered prior to payment of fees or without submission of a letter of commitment from their sponsors.
- 2.7 Each candidate shall be assigned a supervisor(s) within the first month after the registration. Supervisors shall be appointed by Heads of Departments upon recommendations from the Departmental Postgraduate Studies Committee. The Supervisor(s) shall act as academic advisor(s) and guide the candidate in his/her research proposal development and research.

3.0 Coursework Evaluation for Master's Degree Programmes

- 3.1 Candidates registered for Master's by coursework and dissertation shall attend and pass a minimum of 60 credits per semester and a minimum total of 120 credits per academic year. They shall also do coursework examinations following assessment procedures as shall be specified in each degree programme.
- 3.2 Candidates registered for Master's by Research and Thesis shall attend and pass 24 credits of coursework (20% of 120 credits), which are meant to enhance students' competence in research methods, statistics and data analysis, research ethics, scientific publications and discipline of research.

- 3.3 Master's students whose first degree is considered deficient in relation to the degree programme being applied for, may be required to take remedial undergraduate courses.
- 3.4 The remedial courses shall be examined and candidates shall be required to pass the courses upon which separate certificates of attendance shall be provided. Candidates attending remedial courses may also start development of research proposal as may be prescribed by the hosting Department of the degree programme.
- 3.5 The Master's students must successfully complete the coursework part with a mean overall grade of 'B' or above (i.e. GPA of at least 3.0) in all core courses and 'C' grade or above in all the elective courses before they are allowed to proceed with the research phase.
- 3.6 Part time students can be allowed to accumulate coursework results up to two years before embarking on research phase in the third year.
- 3.7 Each course shall be examined separately by written or practical examination during the semester in which the course is offered. The pass mark for each course shall be 60% or 'B' grade for core and 50% 'C' grade for elective courses. Continuous assessment shall constitute 50% of the total marks while the final written end of semester examination shall account for 50% of the marks in each course. Candidates whose over all grade point average (GPA) is below a 'B' grade (i.e. GPA below 3.0) shall be discontinued from studies.

- 3.8 Candidates whose average pass is equal or above a B grade but failed in one or more courses, shall be required to do a probation examination.
- 3.9 The maximum grade for a probation examination shall be B grade for core courses and C grade for elective courses.
- 3.10 A student who absents oneself from continuous assessment and/or end of semester examinations without compelling reasons shall be deemed to have absconded from examinations and shall be discontinued from studies.
- 3.11 Candidates will be allowed to sit for probation examinations two times only. Such examinations shall be conducted before the commencement of the subsequent academic year. A student who fails probation examination(s) twice shall be discontinued from studies.
- 3.12 A candidate discontinued from studies on grounds of failing in coursework examinations cannot be re-admitted for the same course before time equivalent to the standard registration period for the degree programme has elapsed. The candidate may however, be allowed to apply for any other programme for which he/she may have qualifications to join when such a programme is next offered.
- 3.13 Examination grading system shall be the same in all Colleges/Schools/Directorates and students' raw marks shall be taken into account when calculating GPA. The grading system and equations for computing GPA shall be as indicated in Section A.
- 4.10

- 3.14 The final degree classification based on the GPA for classifiable degrees shall be as detailed in Clause A.4.12.
- 3.15 All cases of alleged coursework examination irregularities shall be referred to the College/School/Directorate Boards upon recommendation from College/School/Directorate Academic Committees. The Boards shall submit recommendations to Senate for approval. Any candidate who shall be shown to have cheated in any part of the examination shall be discontinued from studies.
- 3.16 All semester coursework results shall be approved by Senate upon recommendations from the College/School/Directorate boards before candidates are allowed to proceed with the second semester and research/ internship phase.

4.0 Refereed Seminar Evaluation

- 4.1 At an appropriate stage as specified by each type of master's degree, candidates will be required to present refereed seminar(s). These include research proposal and results-based seminars. The purpose of these seminars will be to ascertain competence in research methodology, analytical skills and applicable instruments. The Head of the Department shall be responsible for organizing refereed seminars, appointing panel of at least two referees and one discussant to be moderated by an independent Chairperson.
- 4.2 For the Master's by Coursework and Dissertation students, in addition to the oral defence (*viva voce*)

examination, the candidate shall present and pass at least TWO referred seminars during their study duration. The first seminar shall be on research proposal and the remaining one on research results.

- 4.3 For the Master's by Research and Thesis; in addition to the oral defence (*viva voce*) examination, the candidate shall present and pass at least THREE referred seminars during their study duration. The first seminar shall be on research proposal and the remaining two seminars on research results.
- 4.4 For the Master's by Coursework and Internship/ Research paper, at least TWO referred seminars will be presented during their study similar to the Master's by Coursework and Dissertation as described under Clause B 4.2. This category will be required to prepare and submit a Research Paper or Internship report instead of a Dissertation.
- 4.5 At the end of each seminar presentation, the panelists shall award marks and score the seminar as indicated in Appendices 1, 2 and 3.
- 4.6 The panelists shall prepare a report to be submitted to the College/School/Directorate Postgraduate Studies Committee by the Chairperson of the panel.
- 4.7 Candidates scoring an average of less than 60% during seminar presentation shall be regarded to have failed and shall be required to present the same for a maximum of two additional times. Candidates failing after three presentations shall be discontinued from studies.

5.0 Research Proposal Evaluation and Approval

- 5.1 Before commencing research for dissertation or thesis, a candidate shall submit to the hosting Department a concise research proposal for final approval.
- 5.2 Based on the report of the panel, the Department may decline to approve the proposal or recommend revision if:
 - i.). In its opinion, it is unsuitable in contents;
 - ii). The conditions under which the candidate proposes to work are unsatisfactory;
 - iii). The proposed work is a repetition of known research work;
 - iv). The budget is unrealistic or prohibitive and time to undertake research will be longer than allowed.
- 5.3 The deadline for submission of a proposal shall be nine months for master degree students with a maximum extension of up 12 months upon request by students and approval by College/School/Directorate Academic Committee.

6.0 Structures, Types and Formats of Dissertations/Theses for Master's Degrees Programmes General description

The Master's degree dissertation/thesis is a test of the student's ability in scientific writing and comprises an integral part of the research work. The dissertation must convey to the reader, clearly and unambiguously, the main line of thought, which led the investigator to his conclusions. It should be written clearly and concisely. The dissertation/thesis must comprise a complete

entity and must contain all the data required for the reader to judge the reliability of the work and conclusions reached.

- i). The Master dissertation or thesis may be written in published or publishable paper formats. The choice and decisions on the format of the dissertation will therefore be made by the student after consultation and agreement with the supervisors when the student begins to analyse the data of his/her research.
- ii). The students registered for the Master's by Coursework and Internship shall be required to produce a Research Paper/Report.
- iii). The Directorate responsible for Postgraduate studies shall provide Guidelines for preparation of dissertations, theses and research papers/reports upon successful completion of the internship/field placement.
- iv). The students registered for master' degree by Research and thesis shall be required to have submitted for publication at least one manuscript under "accepted status" or published in SUA recognized journals prior to final submission of dissertation.
- vi). The students registered for a master's degree by coursework and research shall have submitted at least one manuscript for publication in SUA recognized journals prior to final submission of dissertation. Any papers published in predatory journals shall not be accepted as part of the dissertation.
- vii). Binding of the final dissertation/thesis/research paper shall adhere to SUA guidelines as stipulated in the Guidelines for Preparing Dissertations/Thesis and other Publications.

6.1 Dissertations/theses developed in published papers format

Requirements and Standards for a Dissertation/Thesis Developed in Published Papers Format

- 6.1.1 The student must have at least two full-length papers emanating solely from his/her master's study. He/she must appear as first author (except when a different type of order of authors is customary in the student's field of research).
- 6.1.2 One of the said papers must be in "published" or "accepted" status in SUA recognized journals. The second paper **may** have the status "submitted" as evidenced by acknowledgment from the editor of the journal. Any papers published in predatory journals shall not be accepted as part of the dissertation.
- 6.1.3 When part of the work or whole was performed in collaboration with another investigator and/or student, the kind of collaboration involved should be explained as clearly as possible, namely, which parts of the dissertation/thesis describe results from collaboration, and what was the role of the student in the collaboration. A letter from the student's supervisor should accompany the submitted dissertation/thesis. The letter should indicate the particular contribution of the student to each paper (in the case of multi-author papers). It should also indicate that the submitted articles were not and will not be part of other dissertations/theses in the "Published Papers" format.
- 6.1.4 The dissertation/thesis shall have common sections consisting of extended abstract, General introduction,

Paper-based chapter, General discussion, General conclusions and recommendations, References and Appendices.

6.1.5 Binding of the final dissertation/thesis shall adhere to SUA guidelines as stipulated in the Guidelines for Preparing Dissertations/Thesis and other Publications.

6.2 Dissertations/theses developed in publishable manuscripts format

Requirements and Standards for a Dissertation/thesis Developed in Publishable Papers Format

6.2.1 Dissertation/thesis in publishable manuscript (manuscript-within-dissertation) format shall consist of at least two publishable papers.

6.2.2 The publishable manuscript(s) should adopt a format of a specified journal which is recognized by SUA. Predatory journals shall not be accepted to guide preparation of the dissertation/thesis.

6.2.3 The dissertation/thesis shall have common sections consisting of Extended abstract, General introduction, Manuscript-based chapters, General discussion, General conclusions and recommendations, References and Appendices.

6.2.4 These sections shall contain the overall theme of the dissertation, description of the commonality of the concepts across the articles, and the overall implications of the findings.

6.2.5 Binding of the final dissertation/thesis shall adhere to SUA guidelines as stipulated in the Guidelines

for Preparing Dissertations/Thesis and other Publications.

7.0 Submission of Dissertations for examination

- 7.1 The submission of dissertations/thesis for examination to Directorate responsible for postgraduate studies shall be both in soft bound and electronic PDF/editable copies.
- 7.2 Means for submission of dissertations/theses shall be guided from time to time by the directorate responsible for postgraduate studies at SUA.
- 7.3 The student is expected to submit an intention for submission of his/her dissertation/thesis at least one month before the due date. He/she shall do this by filling in the “Note of Intention to submit Dissertation/Thesis form” (Appendix 4). Examination arrangements proposed by the Head of the department together with CV of the external examiner(s) shall accompany this notice.
- 7.4 Master degree candidates may be permitted to submit their dissertation/thesis for examination before the normal duration of 18 or 24 months up on recommendation from supervisors.
- 7.5 Every dissertation/thesis submitted for the degree must be accompanied by a declaration by the candidate to the satisfaction of Senate, stating that it is the candidate’s own original work done within the period of registration and that it has neither been submitted nor being concurrently submitted in any other institution. Moreover, the candidate shall declare that he/she has not breached any plagiarism

standards by submitting plagiarism report as an evidence for plagiarism check.

- 7.6 The dissertation/thesis shall contain a statement of copyright by the author as follows:

No part of this dissertation may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or Sokoine University of Agriculture in that behalf.

- 7.7 A dissertation/thesis submitted must be satisfactory as regards the format and literary presentation as will be described in the Guidelines for Preparing Dissertations/Thesis and other Publications.

- 7.8 The dissertation/thesis must contain an extended abstract of not more 1,000 words.

The abstract shall concisely indicate the problem investigated, the procedures and research methods employed, the general results, new contributions made, and the major conclusions reached.

8.0 Examination of Master's dissertation /Thesis/ Research Paper/Report and Degree Award

- 8.1 Each dissertation/thesis/research paper or report submitted shall be examined by at least three specialists approved by the College/School/Institute Academic Committee through the recommendations of relevant Departments.

- 8.2 At least one of the three examiners must be external to the University. There shall also be appointed two independent internal examiners from amongst

competent members of SUA staff who did not supervise the candidate to examine the dissertation.

- 8.3 The examiners must possess academic qualifications and experience relevant to the academic discipline or profession he/she shall be assigned to examine and shall be a person of seniority in his/her field of study with relevant experience, sufficient knowledge of his/her subject area to assess students' work in terms of knowledge and skills.
- 8.4 There shall be terms of reference by which both the internal and external examiners shall discharge their duties as presented in Appendix 5 and as may also be reviewed from time to time by Senate.
- 8.5 Supervisors shall not serve as examiners of their students.
- 8.6 Both the internal and external examiners shall be required to submit their reports about the dissertation within a maximum period of one month from the date of its dispatch. If reports are not received within one month, a reminder with a maximum extension of two weeks shall be served to the examiners. In the absence of response after such a reminder, new external examiners shall be appointed. However, after the first reminder, a warning letter shall be served to SUA examiners.
- 8.7 Each examiner shall be required to summarize his/her report about the dissertation/thesis/research paper with raw marks and definite recommendation for one of the following actions as presented in Appendix 7:

- i). The degree be awarded subject to minor revisions (i.e. typographical errors and any revisions that do not change the content and context of the dissertation);
- ii). The degree be not awarded; but the candidate be allowed to revise and resubmit his/her dissertation/thesis/research paper for re-examination (i.e. Wrong methodology or data analysis or Result interpretation or a combination of these); or
- iii). The dissertation/thesis/research paper be rejected outright (i.e. Plagiarism above 30% or a combination of wrong problem statement, objectives, methodology, data analysis and results).

8.8 Where the examiners disagree in the overall recommendations, the College/School/Institute-based Postgraduate Studies Committee shall examine the case and recommend one of the following actions:

- i) The recommendation of the External Examiner be adopted after the Postgraduate Studies Committee is satisfied;
- ii) The recommendation of any independent internal examiners be adopted after the Senate Postgraduate Studies Committee is satisfied;
OR
- iii) The department appoints another independent internal examiner to examine the dissertation

- 8.9 A dissertation/thesis/research paper recommended for re-writing must be re-submitted within six months. A student failing to re-submit within this period without compelling reasons shall be discontinued from studies. Further, in an event where examiners are unable to submit re-examination reports within one month, Senate Postgraduate Studies Committee shall examine the situation and recommend appoint two independent examiners to examine the re-written dissertation/thesis/research paper.
- 8.10 A dissertation/thesis/research paper shall be rewritten and re-examined only once. Dissertation/ thesis rejected by examiners after re-submission shall not be accepted for another re-examination at Sokoine University of Agriculture.
- 8.11 Subject to positive outcome of the dissertation/thesis/research paper examination, the candidate shall be invited to attend an oral defence of his/her dissertation.
- 8.12 The oral defence panel shall consist of at least three examiners comprising a Chairperson, internal examiner(s) and external examiner or/and any other expert on the subject area appointed by the Head of the Department. The internal examiner shall serve as a secretary.
- 8.13 Supervisor may be invited in attendance but will not be allowed to examine the candidate, ask questions or provide comments.
- 8.14 While the oral defence examination panel will be responsible for assessing the candidate, the event

may be open to general public, including non-panel members, upon approval by the Secretary of the Examination Panel OR as guided from time to time by the SUA through the Directorate responsible for postgraduate Studies. However, questions and comments will only be made by the five panel members.

- 8.15 Limited number of questions from non-panel members may be allowed if approved by the chair of the examination panel.
- 8.16 The defence panelists shall be provided with full texts of examiners' reports and copies of candidates' dissertation/thesis, at least one week before the date of oral examination. Candidates shall not be allowed to get access to examiner's dissertation/ thesis reports before oral defence examination.
- 8.17 The Master *viva voce* examination shall run between 1.5 and 2.5 hours depending on prevailing circumstances and mode of defence (i.e. face-to-face or online).
- 8.18 At the end of the oral defence examination, the panel members shall sign an examination results form, giving specific recommendation for one of the following actions (Appendix 11):
 - i). Unconditional award of MSc degree as considered magnum opus (i.e. the best work).
 - ii). MSc. degree be awarded to the candidate subject to making minor corrections and revisions in the thesis as detailed in the *viva voce* proceedings and in the examiners' reports.

iii). The MSc degree not be awarded due to failure by the candidate to defend the dissertation/thesis successfully. The candidate be allowed to prepare and defend his/her thesis/dissertation after a period of not less than three months BUT not exceeding Six months. The panel will recommend time for next defence based on assessment of how the candidate defended his/her work.

- 8.19 The supervisor will be responsible to guide and ascertain addressing all minor corrections recommended by the *Viva Voce* panel.
- 8.20 Should the candidate fail to submit a corrected dissertation/thesis within the specified period, he/she shall be discontinued from studies.
- 8.21 A candidate who absents oneself from scheduled oral defence (i.e. primary and subsequent *viva voce* examinations as specified in Section 9.15.3) without compelling reasons shall be deemed to have absconded from the *viva voce* examinations and shall be discontinued from studies.
- 8.22 The Master student shall be allowed to defend for a maximum of TWO times after the first attempt to do *viva voce* examination otherwise he/she will be discontinued from studies.
- 8.23 Each panelist shall indicate his/her raw score by filling in the MSc oral defence Form (Appendix 10). The average score of the panelists' scores shall constitute the final verdict on the defence examination.

- 8.24 The Chairperson of the oral defence panel shall submit to the College/School/Institute Academic Committee which will subsequently transmit the report to the Directorate responsible for postgraduate studies at SUA for record keeping.
- 8.25 Before binding, candidates shall be required to submit an unbound dissertation/thesis/research paper/report to the College/School/Directorate Postgraduate Studies Committee for checking and certifying compliance to approved publication standards. This Committee shall need a maximum of five working days to respond to such submissions. The candidate shall submit an errors free version of the dissertation/ thesis to the College/School/ Directorate Postgraduate Studies Committee, which upon satisfaction, shall permit the candidate to hard bind dissertation/thesis and submit copies to the SPRTC.
- 8.26 The final decision on the award of the Master's degree shall be made by Senate on recommendation of the Senate Committee responsible for postgraduate studies.
- 8.27 Candidates who successfully complete coursework but fail the research component of the master degree programme shall be awarded a Postgraduate Diploma if such Postgraduate Diploma is specified in their degree curriculum.
- 8.28 Candidates shall be required to upload electronic PDF soft copy of their error free dissertation/thesis/ research paper in SUA Institutional Repository (SUAIR) and submit evidence to the Directorate

responsible for postgraduate studies.

- 8.29 Dissertations/theses with potentially patentable innovations shall not be uploaded in SUAIR prior to patenting.
- 8.30 The candidate shall submit to the Directorate responsible for postgraduate studies at least three final copies of the hard-bound dissertation/ thesis for distribution to DPRTC, SNAL and main supervisor.
- 8.31 The deadline for submission of error-free dissertation/ thesis shall be at least two weeks before the last Senate meeting preceding graduation. Candidates failing to meet this deadline shall not be considered ready for graduation. Candidates awarded degrees by Senate shall be presented for graduation at next graduation ceremony.

C: DOCTOR OF PHILOSOPHY DEGREE (PhD)

In contrast to Master degree programmes, a PhD programme is a recognition of successful postgraduate research experience. Here the Supervisor(s) 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(s) 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 innovative 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(s). Still it is the responsibility of the Supervisor(s) to guide the candidate in the right direction.

1.0 Types, Durations and Structures of Doctoral Programmes

Doctoral education is inspired and designed to address both the socio-economic, professional, educational and general needs for informed human resource needs for national, regional and global challenges of development. In general terms, it entails advanced research that makes “a significant and original academic contribution” to a discipline or field and demonstrates on the part of the candidate a “high-level of independent scientific research and leadership capability”.

There are two types of PhD programmes offered at SUA, namely:

- i). PhD by research and thesis and;
- ii). PhD by coursework and dissertation. All candidates for PhD by coursework and dissertation shall be required to take and pass courses as prescribed by the curriculum.

Dissertation/Thesis can be prepared in two formats namely published papers and publishable manuscript formats. Decisions in respect to the type of format of the dissertation/thesis are made by the supervisors and the candidate at when the later begins to analyse the data of his/her research.

1.1 Doctoral Degree Programmes by Coursework and Dissertation

1.1.1 Descriptors and Standards for PhD by Coursework and Dissertation

- i). Candidates for PhD by coursework and dissertation require 540 credits for them to qualify for an award of PhD degree.
- ii). The coursework will be offered during the first academic year and will consist of core, specialization core, and elective courses, which shall add up to a minimum of 60 credits per semester and a minimum total of 120 credits per academic year. The research concept note and proposal shall account for 15 and 30 credits respectively, while research competence and dissertation shall account for 95 and 280 credits, respectively.
- iii). Candidates for PhD by coursework and dissertation will be required to present a minimum of four refereed seminars over a period of three to four years. The first and second seminars shall be on research concept note and proposal, respectively. The third and fourth seminars shall be on sharing research results. The first seminar shall be presented upon registration. The second seminar will be presented

within six months after the registration. The last two seminars will be presented during the research period, to ascertain the candidate's progress in research work and mastery of the discipline of study. Seminar evaluation forms shall be used to evaluate the candidate (Appendices 1, 2 and 3)

- iv). For a candidate to qualify for an award of the PhD degree, he/she shall have at least one accepted manuscripts in SUA recognized journals based on his/her research.

1.1.2 Coursework Evaluation

- i). In case a candidate is taking remedial course(s), the evaluation procedure will be as per the respective curriculum of the degree programme of SUA. The maximum number of remedial courses shall be three, appropriate to candidate's area of specialization, as recommended by the supervisor(s) and approved by the Departments. The remedial courses shall not contribute to PhD candidate's over all credits.
- ii). Candidates registered for the PhD Programme by coursework and thesis shall be required to do coursework examinations following assessment procedures specified for the degree programme. A candidate must pass all core and elective courses that together, shall add up to a minimum of 60 credits per semester and a minimum total of 120 credits per academic year.
- iii). Each course shall be examined separately by written and or practical examination during the semester in which the course is offered. The pass mark for

each course shall be 60% or 'B' grade for core courses and 50% or 'C' grade for elective courses. Continuous assessment shall constitute 50% of the total score while the final written and or practical end of semester examination shall account for 50% of the score in each course. Candidates whose overall grade point average (GPA) is below a 'B' grade (i.e. GPA below 3.0) shall be discontinued from studies.

- iv). Candidates whose average pass is equal to or above B grade but failed in one or more courses, shall be required to do a probation examination. The maximum grade for a probation examination shall be B grade for core courses and C grade for elective courses.
- v). Candidates will be allowed to sit for probation examinations two times only. Such probation examinations shall be conducted through local arrangement of Departments and Colleges/Schools hosting the degree programmes after Senate approval of the examination results. A student who fails probation examination(s) twice shall be discontinued from studies.
- vi). A candidate discontinued from studies on grounds of failing in course work examinations cannot be re-admitted for the same course before time equivalent to the standard registration period for the degree programme has elapsed. The candidate may however be allowed to apply for any other programme for which he/she may have qualifications to join when such a programme is next offered.

- vii). Examination grading system shall be the same in all Colleges/Schools and students' raw marks shall be taken into account when calculating GPA. The grading system and equations for computing GPA shall be as indicated in Section A.4.10
- viii). The final degree classification for classifiable degrees shall be as detailed in Clause A.4.11
- ix). All cases of alleged coursework examination irregularities shall be referred to the College/School/Directorate Boards upon recommendation from College/School/ Directorate Academic Committees. The Boards shall submit recommendations to Senate for approval. Any candidate who shall be shown to have cheated in any part of the examination shall be discontinued from studies.
- x). All semester coursework results for PhD degree programmes shall be approved by Senate upon recommendations from the College/School/Directorate Boards before candidates are allowed to proceed to the second semester or graduate.
- xi). Candidates who successfully complete coursework but fail research component shall be awarded a postgraduate diploma if such an award is stipulated in the curriculum of the programme.

1.2 Doctoral Degree Programmes by Research and Thesis

1.2.1 Descriptors and Standards for PhD by Research and Thesis

- i). A PhD degree by research and thesis is designed to impart competence in working with scientific

methods. For a candidate to qualify for an award a PhD by Research and Thesis, a minimum of 540 credits are required.

- ii). Research concept note and proposal shall account for 15 and 30 credits respectively, while research competence and thesis shall account 135 and 360 credits, respectively.
- iii). Candidates will be required to present a minimum of five refereed seminars over a period of four years. The first and second seminars will be research concept note and proposal, respectively. The remaining three seminars shall be part of sharing research results. The first seminar shall be presented upon registration. The second seminar will be presented within six months after the registration. The remaining three seminars will be staggered over the remaining period of study, to ascertain the candidate's progress in research work and mastery of the discipline of study.
- iv). At the end of each seminar presentation, the panelists shall award marks and score the seminar as indicated in Appendices 1, 2 and 3.
- v). Head of the Department shall be responsible for arranging seminars as it applies for the Master degree programmes

2.0 Entry Qualifications for PhD Programmes

- 2.1 A candidate for admission to the PhD degree programme of SUA shall hold Master's degree of SUA or relevant Master's degree of equivalent standing from another approved University.

- 2.2 For the PhD by Coursework and Dissertation, the applicant shall have master degree from recognized higher learning institutions with GPA of at least 2.7.
- 2.3 For the PhD by Research and Thesis, the applicant shall have:
- i). Master degree of SUA or other higher learning institutions with GPA of at least 3.5 Or average grade of B⁺ for unclassified master degrees; OR
 - ii). Master degree by Research and Thesis; OR
 - iii). Master of Philosophy in relevant discipline.
- 2.4 The equivalent qualification must be directly relevant to, and compatible with the academic discipline the candidate wishes to pursue for his/her Doctoral study. Candidates with qualifications in disciplines that are considered irrelevant to and in compatible with the academic discipline of intended doctoral studies, shall be required to take and pass relevant remedial courses.
- 2.5 The remedial courses shall not exceed three courses. Candidate under remedial courses may commence to develop research proposal prior to passing such remedial course examinations as may be prescribed the Department hosting the degree programme.
- 2.6 Candidates with only the first degree but with First Class or Upper Second honours or holders of a distinction in the relevant subject in the case of unclassified degree may also be considered for PhD registration after initially registering for the

Master's degree and doing at least one full year's postgraduate coursework. The candidate must have been authorized by relevant College/School/Directorate Academic Committees to upgrade their registration to PhD candidacy.

- 2.7 Applications for admission into PhD degree programmes shall be approved by College/School/Directorate Academic Committee.

3.0 Registration Arrangements, Options and Durations

- 3.1 No applications for admissions of PhD degree by coursework and research shall be considered after the commencement of the academic year. Candidates for this PhD degree programme shall normally be registered in the beginning of each semester. Late registration may be considered as may be guided by the University Senate.
- 3.2 University fees shall be paid in four installments (i.e. every three months). No students shall be registered for this programme prior to payment of fees or without submission of a letter of commitment from their sponsors.
- 3.3 The deadline for registration shall be on the fourth week of the first semester of the academic year. Late registration may be considered as may be guided by Senate. There shall be an orientation day for all master students after registration.
- 3.4 Each candidate shall be assigned at least two supervisors within the first month after the registration. The supervisor(s) shall act as academic advisor(s) and guide the candidate in his/her

coursework, research proposal development and research work.

- 3.5 Supervisors shall be appointed by Heads of Departments upon recommendations from the Departmental Postgraduate Studies Committee. Where a candidate is allocated a supervisor from institutions outside SUA, he/she must also be allocated a supervisor from SUA.
- 3.6 A PhD candidate shall be required to submit a research concept note along with application documents. Upon registration, the candidate will be required to submit a research proposal for approval to Department and subsequently to College/School Postgraduate Studies Committee within nine (9) months. Presentation of seminars shall be part and parcel of approving research concept notes and proposals. College/School Postgraduate Studies Committee should provide to the student the outcome of the proposal review within four weeks from the date of the receipt of such research proposal from the department.
- 3.7 The normal duration for research proposal development and approval shall be nine months. A candidate who fails to submit an approved research proposal within the specified period may apply for an extension of registration to College/School/Directorate Boards. The maximum duration for submission of approved research proposals shall be 12 months for PhD by research and thesis, and 15 months for PhD by coursework and dissertation. Beyond this period, the candidate shall be

discontinued from studies.

- 3.8 Failure of a candidate to complete a PhD study programme within the specified period shall mean his/her discontinuation from studies, unless application for an extension of registration is approved by College/School/Directorate Academic Committee.

A candidate registered for the PhD degree programme by research and thesis may, on approval by the relevant College/School/Directorate Postgraduate Studies Committee, be required to do one or more formal courses appropriate to his/her field of study, as recommended by his/her supervisor(s) and the host Department.

- 3.9 The duration of the registration period shall not exceed five years for full time candidates and six years for part time candidates. Failure of a candidate to complete the PhD degree programme within this period shall mean his/her discontinuation from studies, unless extensions are granted by College/School/Directorate Academic Committee. The maximum duration of the registration period (including extensions) shall not exceed six years for full time students and eight years for part time students.

4.0 Structure, Types and Formats of Dissertations/Theses for PhD Degree Programmes

4.1 Dissertation/Thesis developed in a published papers format

Requirements and Standards for a Dissertation Developed in Published Papers Format

4.1.1 The student must have at least three full-length papers emanating solely from his/her PhD studies. He/she must appear as first author (except when a different type of order of authors is customary in the student's field of research).

4.1.2 Two of the said papers must be either “published”, or “accepted” status in SUA recognized journals. The third paper may have the status “submitted” as evidenced by acknowledgment from the journal editor. Any papers published in predatory journals shall be rejected.

4.1.3 In so far as part of the work was performed in collaboration with another investigator and/or student(s), the kind of collaboration involved should be explained as clearly as possible, namely, which parts of the dissertation/thesis describe results from collaboration, and what was the role of the student in the collaboration. A letter from the student's main supervisor should accompany the submitted dissertation/thesis. The letter should indicate the particular contribution of the student to each paper (in the case of multi-author papers). It should also indicate that the submitted articles were not and will not be part of other dissertations/theses in the “Published Papers” format.

4.1.4 The dissertation/thesis shall have common sections consisting of Extended abstract, General introduction, Paper-based chapter, General discussion and Conclusions and recommendations, References and Appendices. These sections shall contain the overall theme of the thesis, description of the commonality of the concepts across the articles, and the overall implications of the findings.

4.1.5 Binding of the final dissertation/thesis shall adhere to SUA guidelines as stipulated in the Guidelines for Preparing Dissertations/thesis and other Publications.

4.2 Dissertation/Thesis developed in a publishable manuscripts format

Requirements and Standards for a Dissertation/thesis Developed in Publishable Manuscripts Format

4.2.1 Dissertation/Thesis in publishable manuscript (manuscript-within-thesis) format shall consist of chapters in form of publishable papers.

4.2.2 The student shall have at least two accepted manuscripts in SUA recognized journals based on his/her research.

4.2.3 The dissertation/thesis shall have common sections consisting of Extended abstract, General introduction, Manuscript-based chapter, General discussion, General conclusions and recommendations, References and Appendices.

4.2.4 The format and writing style of the individual manuscript shall be determined by the targeted

journal or SUA Guidelines for Preparing Dissertation/Thesis and other Publications.

- 4.2.5 Binding of the final dissertation/thesis shall adhere to SUA guidelines as stipulated in the Guidelines for Preparing Dissertations/thesis and other Publications.

5.0 Submission of Dissertation/Thesis

- 5.1 The submission of theses/dissertations to the chairperson of Senate Postgraduate Studies Committee for examination shall be both in soft bound and electronic PDF/editable softcopies.
- 5.2 The student shall submit an intention for submission of his/her thesis at least one month before the due date. He/she shall do this by filling in the “Notice of Intention to submit Dissertation/Thesis form” (Appendix 4).

PhD candidates may be permitted to submit their dissertation/thesis for examination before the normal duration of 48 months (4 years) upon recommendation from the supervisors.

- 5.3 Every dissertation/thesis for the PhD degree of Sokoine University of Agriculture must be accompanied with a declaration by the candidate stating that it is the candidate’s own original work and that it has neither been submitted nor concurrently being submitted in any other institution. Moreover, the candidate shall declare that he/she has not breached any plagiarism standards.

- 5.4 The dissertation/thesis shall contain a statement of copyright by the author as follows:
- 5.6 No part of this dissertation/thesis may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or Sokoine University of Agriculture in that behalf.
- 5.7 Every dissertation/thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format and literary presentation as will be described in the Guidelines for Preparing Dissertations/Thesis and other Publications.
- 5.8 The dissertation/thesis must contain an extended abstract not exceeding 1,000 words. The abstract shall concisely indicate the problem investigated, the procedures and research methods employed, the general results, new contributions made, and the major conclusions reached.

6.0 Examination of PhD Dissertation/Thesis and Degree Award

6.1 The examination process shall comprise two parts, namely:

- i). Examination of dissertation/thesis, and
- ii). Oral examination

6.1.1 Dissertation/Thesis shall be examined by at least three qualified examiners, two of whom shall be external to the University and two shall be independent internal examiners from amongst competent members of SUA staff who did not supervise the candidate.

- 6.1.2 External and internal examiners shall be approved by College/ School/Directorate Academic Committee based recommendations from Heads of the Departments. Supervisors shall not serve as examiners of their students' dissertations/theses.
- 6.1.3 There shall be terms of reference by which both the internal and external examiners shall discharge their duties as presented in Appendix 5 as may also be reviewed from time to time by Senate.
- 6.1.4 Once appointed, the external examiners shall receive formal letters of appointment setting out the period of the engagement, the payable fees upon completion of the examination and relevant documents containing guidelines for examination in the University.
- 6.1.5 The performance of external and internal examiners shall be assessed from time to time and those lacking integrity and competence shall be relieved from the responsibility of external examination.
- 6.1.6 Both the internal and external examiners shall be required to submit their reports about the dissertation/thesis within a maximum period of one month from the date of its dispatch. If reports are not received within one month, a reminder with a maximum extension of two weeks shall be served to the examiners. In the absence of response after such a reminder, another examiner shall be appointed. However, a warning letter shall be served to SUA examiners after the first reminder.
- 6.1.8 Each examiner shall be required to summarize his/her report about the dissertation/thesis with raw

marks and definite recommendation for one of the following actions as presented in Appendix 7:

- i). The degree be awarded subject to minor revision (i.e. typographical corrections and/or minor mistakes which can be corrected without affecting the structure, context and content of dissertation/thesis).
- ii). The degree be not awarded; but the candidate be allowed to revise and resubmit his/her dissertation/thesis for re-examination (i.e. Wrong methodology or data analysis or Result interpretation or a combination of these).
- iii). The dissertation/thesis be rejected outright (i.e. Plagiarism above 30% or combination of wrong problem statement, objectives, methodology, data analysis and result interpretation).

6.1.9 Where there is disagreement among the examiners, the clause stipulated under the Master's programme (Section B 8.8) shall apply.

6.1.10 A dissertation/thesis will be re-written and re-examined only once. A dissertation/thesis rejected by examiners after re-submission shall not be accepted for re-examination at Sokoine University of Agriculture.

6.1.11 Candidates allowed to sit for *viva voce* shall be examined to ascertain that:

- i). The dissertation/thesis presented is the original work of the candidate;

- ii). The broader subject area in which the study is based is fully grasped by the candidate; and
- iii). The weaknesses in the dissertation/thesis (if any) can be adequately clarified by the candidate.

6.1.12 The *viva voce* panel shall comprise five members appointed by the College/School/Directorate Postgraduate Studies Committee upon recommendation from the Head of the Department. The selection of the members must ensure that the candidate is examined by sufficiently qualified and experienced scholars in his/her research (or related) areas. The panel members shall be composed of:

- i). The Chairperson of the panel, who should represent the external examiner.
- ii). Two independent internal examiners who examined the thesis.
- iii). Appointee of the Principal/Dean/Director.
- iv). Head or Appointee of the Head of Department where the candidate is registered.
- v). Supervisor may be invited in attendance but not allowed to examine the candidate, ask questions or provide comments.

6.1.13 While the *viva voce* examination panel will be responsible for assessing the candidate, the event may be open to a limited public upon approval by the Head of the Department. However, questions and comments will mainly be asked by the five panel members.

- 6.1.14 Limited number of questions from non-panel members may be allowed if approved by the chair.
- 6.1.15 The Chairperson of the panel will, during the *viva voce*, ask the candidate questions submitted by external examiners as well as his/her own questions.
- 6.1.16 The Chairperson of the *viva voce* panel shall be a senior academician preferably a person who has already attained the position of a professor.
- 6.1.17 The *viva voce* panelists shall be provided with full texts of examiners' reports and copies of candidates' dissertation/thesis, at least two weeks before the date of oral examination. Candidates shall not be allowed to get access to examiner's dissertation/thesis reports before *viva voce* examination.
- 6.1.18 There shall be provided a modus operandi and terms of reference by which *viva voce* panelists shall discharge their duties as presented in Appendix 9, as may also be reviewed from time to time by Senate.
- 6.1.19 At the end of the *viva voce* examination, which shall normally not exceed three hours, the panel members shall sign an examination results form, giving specific recommendation for one of the following actions (Appendix 10):
- i). Unconditional award of PhD degree as considered *magnum opus* (i.e. the best work)
 - ii). PhD degree be awarded to the candidate subject to making minor corrections and

revisions in the thesis as detailed in the *viva voce* proceedings and in the examiners' reports OR;

iii). The PhD degree not be awarded due to failure by the candidate to defend the dissertation/thesis successfully. The candidate be allowed to prepare and defend his/her thesis/dissertation after a period of not less than three months BUT not exceeding Six months. The panel will recommend time for next defence based on assessment of how the candidate defended his/her work.

6.1.20 Examination of the re-submitted dissertation/thesis will be done by the independent internal examiners. Where the re-submitted dissertation/thesis is of an acceptable standard, the candidate will be required to appear for a second *viva voce* examination. Should the candidate fail to re-submit the dissertation/thesis within the specified period, he/she shall be discontinued from studies.

6.1.21 Each panelist shall indicate his/her raw score by filling in the PhD *Viva Voce* Examination Results Form (Appendix 10). The average score of the panelists' scores shall constitute the final verdict on the *viva voce* examination.

6.1.22 The *viva voce* panel shall, as far as possible, work towards arriving at a unanimous decision on the candidate's performance. Where the panelists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision and a majority vote

in favour of passing the candidate shall be required for passing a *viva voce* examination.

6.1.23 Where there is disagreement between the recommendations of the thesis examiners and those of the *viva voce* panelists, the SPRTC shall carefully study the case and recommend to Senate one of the following actions:

- i). 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
- ii). the candidate be deemed to have failed outright.

6.1.24 The Chairperson of the *Viva Voce* panel shall submit to the College/School/Directorate Postgraduate Studies Committee the recommendation of the panel and a comprehensive report approved by the oral panelists detailing all the questions addressed to the candidate and the answers given to those questions.

6.1.25 Before binding, the candidate shall be required to submit an unbound dissertation/thesis to the College/School/Directorate Postgraduate Studies Committee or checking and certifying compliance to approved publication standards. This Committee shall need a maximum of five working days to respond to such submissions. The student shall submit an errors free version of the dissertation/thesis to the College/School/Directorate

Postgraduate Studies Committee, which up on satisfaction, shall permit the student to hard bind dissertation/thesis.

- 6.1.26 The candidate shall upload in SUAIR the error free PDF soft copy of the thesis, and submit to the Chairperson of the College/School/Directorate Postgraduate Studies Committee and SPRTC the evidence. Moreover, the candidate shall submit at least three final copies of the hard-bound dissertation/thesis for distribution to DPRTC, SNAL and main supervisor.
- 6.1.27 The deadline for submission of an error-free copy of dissertation/thesis shall be at least two weeks before the last Senate meeting preceding the graduation. Candidates failing to meet this deadline shall not be considered ready for graduation.
- 6.1.28 The final decision on the award of the PhD degree shall be made by the University Senate through recommendations from the SPRTC.
- 6.1.29 Candidates awarded degrees by Senate shall be presented for graduation at the next graduation ceremony.
- 6.1.30 Candidates who successfully complete coursework/research work and published at least one paper from his/her PhD research but fail *Viva Voce* examination shall revise the research and be awarded a Masters of Philosophy if such Mphil. is specified in their degree curriculum.

D. POSTDOCTORAL STUDIES

1.0 Definition

Postdoctoral studies are intended to help candidates to further deepen their expertise in a specialist subject, and make positive contributions to their field of specialization. Postdoctoral studies can be of two types: research only, or a combination of research and teaching. As such, postdoctoral candidates may be funded through an appointment with a salary or an appointment with a stipend or sponsorship award. Depending on the type of appointment, postdoctoral candidates may work independently or under the supervision of a mentor who is a Senior Researcher/Principal investigator/Research Project leader or Research Chair.

2.0 Objectives of Postdoctoral Programme

- 2.1 To allow Departments and established research units the opportunity to recruit the opportunity to recruit excellent postdoctoral candidates to enhance their research activities.
To provide outstanding post doctoral candidates from within and outside SUA and Tanzania with opportunity to develop and transfer new skills to SUA or to other institutions.
- 2.2 To develop the careers of postdoctoral candidates as academicians by involving them in teaching and co-supervision of undergraduate and postgraduate students.
- 2.3. To enable departments/research units to develop new areas of research and enhanced research productivity through increased level of publications and postgraduate student outputs.

3.0 Qualifications and Appointment

- 3.1 A PhD degree acquired within the last five years shall be the pre requisite.
- 3.2 Such candidate shall have applied and obtained sponsorship from a research project manned by SUA or for which SUA is a partner or appointment from SUA.
- 3.3 Stipend or salary for such Postdoctoral Fellows shall not exceed the equivalent to the starting salary of a Lecturer.
- 3.4 Candidates disposing financial support from other sources shall apply for appointment as Postdoctoral Research Fellows and pay university fees at the rate applicable to Research Associates.
SUA may annually grant fellowships to its staff to enhance their research skills. Research leaders/ Chair at the University may as well submit proposals in order to be allocated funds to enable them host excellent postdoctoral candidates.

4.0 Duration and Award

- 4.1 Postdoctoral candidates will be registered for one year renewable once. No candidate shall retain the Postdoctoral position for more than two years. Candidates wishing to continue with research will have to register as Research Associates.
- 4.2 For the duration of two years, a satisfactory progress report at the end of the first year will justify continuation to the second year.
- 4.3 Progress for postdoctoral candidates shall be monitored through submission of progress reports on

six monthly basis as is the case for Master and PhD students and through seminar presentations. The postdoctoral candidate will be required to present at least two public seminars, one of which should be at the end of the study period.

- 4.3 At the end of the post doctoral programme, candidates will be required to submit a comprehensive final report, describing the nature of the research work, methods applied, research achievements, constraints, publications made and recommendations for furthering the research work.
- 4.4 A certificate to attest successful completion of the postdoctoral programme by the candidate shall be awarded. This shall indicate the areas of research specialization, major achievements and the extent of involvement in teaching.

E. DOCTOR OF SCIENCE

1.0 Qualification

The Doctor of Science degree is granted for an original contribution of distinguished merit to some branch of science or humanities.

2.0 Eligibility for Candidacy

The following shall be eligible for candidacy for the award of Doctor of Science of Sokoine University of Agriculture:

- 2.1 Holder of Bachelor's degree of Sokoine University of Agriculture of at least ten years standing, **or**

- 2.2 Holder of Master's degree of Sokoine University of Agriculture of at least eight years standing, **or**
- 2.3 Holder of PhD of Sokoine University of Agriculture of at least five years standing, **or**
- 2.4 Holder of a Bachelor's, a Master's or a PhD degree of the former University of East Africa and University of Dar es Salaam of the same standing as indicated in 2.1 - 2.3 above, **or**
- 2.5 Holder of a degree of any other recognised University of the same standing as indicated in 2.1 - 2.3 above provided that at the time of applying for candidacy he/she will have served at Sokoine University of Agriculture in teaching/research or other approved role for a minimum period of four years.

3.0 Application for Candidacy

A candidate for this award shall normally apply for a Doctor of Science of the College/School/Directorate in which the subject of his previous degree(s) was studied.

- 3.1 The candidate must apply to the relevant College/School/Directorate Academic Committee giving sufficient evidence of his qualifications for the Doctor of Science candidacy (e.g. through his/her complete *Curriculum vitae*).
- 3.2 The candidate's application must be accompanied by a unifying statement of not more than 5,000 words which concisely, but comprehensively sums up his significant contribution(s) to knowledge in a chosen theme.

- 3.3 Together with the unifying statement, the candidate must submit a compilation of his/her important and original published works (excluding work earlier submitted for Master's or PhD degrees). Published works shall mean work printed as book or papers in reputed periodical or work already accepted for publication. Emphasis on published work is taken seriously to ensure that the work submitted for examination has been available for criticism.
- 3.4 The candidate's application for candidacy shall be scrutinised by relevant College/School/Directorate Academic Committee and approved by the University Senate Postgraduate Studies Committee.

4.0 Submission of Published Works and Examination

The work submitted by the candidate shall be in four copies and be referred to three examiners appointed by the College/School Postgraduate Studies Committee through recommendations from Heads of Departments. All the examiners shall be external to the University. Examiners for the Doctor of Science shall therefore be selected from among the most highly distinguished international scholars in the subjects, preferably holders of Doctor of Science.

- 4.1 The work shall be accompanied by a declaration by the candidate that it has neither been submitted nor concurrently being submitted for a degree award in any other University. Moreover, the candidate shall declare that he/she has not breached any plagiarism standards.

- 4.2 The job of the examiners shall be to examine the candidate's contribution to as certain that:
- i). The work shows out standing originality.
 - ii). The candidate's contribution to new knowledge has been substantial.
 - iii). The format of presentation of the candidate's work is acceptable.
- 4.3 The examiners shall submit reports on the candidate's published work recommending in definite terms whether or not the Doctor of Science degree should be awarded to the candidate. In case of disagreement among examiners, the guidelines applicable to Masters or PhD examinations shall apply.
- 4.4 The examiners may recommend the candidate to appear for a *viva voce* examination. Under such circumstances, the PhD regulations for *viva voce* examinations shall be used as guidelines.
- 4.5 A candidate who fails to qualify for the Doctor of Science Award shall not be allowed to re-apply for the same degree until after at least three years.
- 4.6 The successful Doctor of Science candidate shall be required to give a public lecture on his/her contributions within six months before the date of award.
- 4.7 Where a candidate fails to present the lecture within the specified period, consideration of the award shall be with drawn.

F. POSTPONEMENT, FREEZING, DEREGISTRATION, EXTENSION OF REGISTRATION AND DISCONTINUATION

1.0 Postponement of Studies

- 1.1 A candidate who has secured admission may defer or postpone registration for a period of up to two years during which his/her admission will remain valid.
- 1.2 After registration, a candidate who is doing coursework or developing research proposal may be allowed to postpone studies for a maximum period of one year irrespective of the degree he/she is pursuing. Such permission shall be granted in writing by the Chairperson of College/School/Directorate Academic Committee.

Candidates that will have postponed studies after registration shall upon resumption of studies be required to start where he/she ended before postponement.

- 1.3 On resumption of studies, such candidates will be required to compensate University fees proportionate to the amount spent before postponement of studies.

2.0 Freezing Studies

- 2.1 A candidate who has just embarked on research can be allowed to freeze studies for a maximum period of one year for a master degree and two years for PhD programme. More freezing time may be allowed under medical ground upon submission of all necessary documents.

- 2.2 A candidate facing challenges under force *majeure* period such as man-made and natural disasters including civil wars, disease pandemics, flooding, earthquake etc. which are likely to affect smooth progression of research of the student.
- 2.3 Students applying for freezing studies on non-medical ground shall pay a retention fee of 30% of the annual university fee.
- 2.4 The year under freezing shall not be counted as part of the registration period of the candidate. No candidate shall be allowed to freeze studies for more than two years during the study period.
- 2.5 No fees paid to the University will be reimbursed in case the student fails to resume studies.
- 2.6 Candidates resuming studies after freezing may need to have their research proposals reviewed in order to ascertain that their proposals have not been overtaken by time.
- 2.7 Permission for freezing studies shall be granted in writing by the Chairperson of College/School/Directorate Academic Committee.

3.0 Deregistration

- 3.1 Deregistration refers to withdrawal of registration. For any reason and at any phase of the postgraduate programme, a candidate may wish to withdraw his/her registration at the University.
- 3.2 Permission for deregistration from studies shall be granted in writing by Chairperson of Senate Postgraduate Studies Committee.

- 3.3 A candidate who withdraws her/his registration ceases hence forth to be a student of the University.
- 3.4 Such candidates or their sponsors (depending on the source of funding) shall not expect any reimbursement of fees paid to the University. Candidates de-registering before payment of the applicable University fees shall be required to pay such fees.
- 3.5 A candidate who withdraws registration may apply for re-admission to the same study programme, if at least one year has elapsed since the previous de-registration.

4.0 Extension of registration

- 4.1 A candidate doing master or PhD by research and thesis who fails to submit their research proposal within 9 months after the date of registration shall apply for an extension of registration. The maximum allowed duration for research proposals approval shall be 12 months from the date of registration for master's degree by research and thesis, master's degree coursework and research, and PhD by research and thesis. The maximum allowed duration for research proposal approval shall be 15 months from the date of registration for PhD programme by coursework and research.
- 4.2 A candidate who fails to complete studies within 18 or 24 months (for master degrees) or 48 months (PhD degrees) shall apply for an extension of registration. The maximum extension of registration period shall

12 months for master and 24 months for PhD degree programmes.

- 4.3 Applications of extension of registration shall be approved by the Chairperson of College/School/Directorate Academic Committee (Appendix 13).
- 4.4 After approval of the extension of registration, the student shall be required to pay fee as will be determined by the University.

5.0 Discontinuation from Studies

- 5.1 Student discontinuation shall be approved by Senate through recommendations from College/School/Directorate Boards.
- 5.2 Discontinuation from studies refers to termination of the registration of a student due to failure by the student to maintain satisfactory academic progress, academic dishonest or general conduct in any phase of his/her postgraduate programme. Candidates shall be discontinued from studies on any of the following grounds:
 - i). Candidates who shall abscond from studies or be absent from classes/station for more than two weeks without prior approval of the Supervisor or Head of the relevant Department/Directorate.
 - ii). Students failing to submit approved research proposals latest within 12 months.
 - iii). Students failing the same topic of a referred seminar presentation three times

- iv). Students absconding coursework examinations, oral defence or viva voce without compelling reasons.
Students with overall GPA of less than 3.0 and failing in more than two examinations.
- v). Students failing probation examination two times.
- vi). Students absconding coursework examinations, oral defence or viva voce without compelling reasons.
- vii). Full time students failing to complete studies within official period shall be discontinued from studies.
- viii). Students' involvement in acts of plagiarism beyond the acceptable level, and
- ix). Unacceptable dissertation as recommended by examiners.
- x). Student's dissertation is unacceptable after re-submission and re-examination.

5.3 Students can also be discontinued from studies due to acts of indiscipline that contravenes the University students' by-laws.

5.4 Senate decision on discontinuation shall be communicated to the student by the Secretariat of the Senate through the Principal/Dean/Director and Head of the Department.

5.5 No fees paid to the University will be reimbursed to any student or sponsor in the case of discontinuation of a student from studies for any reason.

G. STUDENTS COMPLAINTS AND APPEALS

1.0 Students complaints

- 1.1 All non-academic complaints shall be referred to the Dean of students while academic complaints shall be referred to the College/School/Directorate Postgraduate Studies Committee upon recommendation from the Head of Department.
- 1.2 The Dean of Students shall investigate non-academic complaints while College/School/Directorate Postgraduate Studies Committee will do so for all academic complaints, and College/School/Directorate Academic Committee.
- 1.3 The Senate shall have the final decision on all complaints among students and between students and staff upon recommendations from the Dean of Students and College/School/Directorate Academic Committee.

2.0 Students appeals

- 2.1 The student shall have the right to appeal against discontinuation in writing to the Senate.
- 2.2 All appeals shall be settled by the University Senate through Senate Postgraduate Studies Committee. Senate's decision is final.
- 2.3 Any appeal against discontinuation should be applied within two months from the date of Senate decision.
- 2.4 No student shall be allowed to appeal against the same case for more than two times. Similarly, student shall be allowed to appeal against any case

within one year from the date of discontinuation from studies.

- 2.5 A non-refundable appeal fee shall be paid as guided by University SENATE from time to time

H. PREPARATION OF DISSERTATIONS/THESES

- i). Every candidate shall be required to follow the guidelines approved by the University Senate during the preparation of dissertation/thesis. These guidelines have been published under the title: “Guidelines for Preparing Dissertations/Theses and other Publications”.
- ii). Supervisors should ensure that candidates comply with these guidelines before the dissertations/theses are submitted for examination.
- iii). As these guidelines are part of the terms of references for examiners, failure to follow them will affect the examination results.

I. ACADEMIC MISCONDUCTS AND CONSEQUENCES

1.0 Academic misconducts

1.1 A candidate shall be deemed to have committed research misconduct if a supervisor, examiners, Head of Department, member of the various committees responsible for checking and certifying compliance to approved publication standards or any other person observe the following:

- i). Plagiarism: Refers to acts where a person appropriates other people’s material/

work without giving proper credit or acknowledgement or submission of the same, or substantially the same work more than once at the same or another institution.

- ii). Fabrication: Acts where results are made and recorded as if they were real;
- iii). Falsification: Acts where research processes are manipulated or changed and or data are omitted.
- iv). Use of payment or otherwise a third- party to produce the dissertation/thesis in whole or in part.
- v). Collusion: Acts where two or more students or when a student and another person collaborate to produce the same work submitted by each, without prior formal permission for such collaboration.
- vi). Coursework examination irregularities such as cheating and abscondment of tests and examinations.

1.2 The maximum acceptable level of plagiarism shall be 30% and will be determined by anti-plagiarism software approved by SUA.

1.3 The candidate shall submit Plagiarism check report during submission of dissertation/thesis for examination and for the final error free copies.

2.0 Consequence of academic misconducts

2.1 All cases of alleged coursework examination irregularities shall be referred to the College/School/

Directorate Boards upon recommendation from College/School/Directorate Academic Committee.

1.2 Upon completion of the case's examination, the College/School/Directorate Boards shall submit its recommendations to Senate for approval. Depending on the degree of academic misconduct, the following sanctions shall be applicable:

- i). Rejection of the work (research proposal, dissertation or thesis) or part of the work and therefore the student be required to re-write or re-take the research work;
- ii). Discontinuation from studies OR;
- iii). Revocation or deprivation of a degree or other academic credentials already awarded by the University.

J. GUIDELINES ON SUPERVISION OF HIGHER DEGREE CANDIDATES

1.0 Appointment of Supervisors

1.1 A master's and PhD degree student shall be supervised by a minimum of two supervisors, and the maximum number of supervisors shall be three for Master and four for PhD; one of whom should be the main supervisor. All supervisors must be holders of PhD or equivalent while the main supervisor must, in addition, be an expert in student's area of research. The main supervisor must be from SUA

1.2 Supervisors shall normally be allocated from amongst SUA staff. Where a candidate is allocated a supervisor from institutions outside SUA, he/she

must also be allocated a supervisor from SUA.

- 1.3 Supervisors shall be appointed by Head of Department upon recommendations from the departmental Postgraduate Studies Committee during the first month after the registration.
- 1.4 During appointment of supervisors, the Head of Department must be guided by the overall work load of the individual in terms of teaching, research, administration and other responsibilities.
- 1.5 The maximum number of postgraduate students to be supervised by one supervisor at any particular time shall not exceed ten (10) for Masters and five (5) for PhD candidates. Special consideration shall be given to research chairs
- 1.6 The Department or College/School hosting the degree programme shall appoint supervisor(s) for each student on the basis of the nature of the intended research.
- 1.7 A supervisor shall not, in any manner, have a close personal relationship (family or friendship), to the student who is under his/her supervision.
- 1.8 Postgraduate research supervision shall be guided by an agreement between supervisors and students coordinated by the Head of Department (Appendix 16).
- 1.9 In case of the supervisor finishing his/her tenure with SUA and the student is in the final stages of his/her studies; arrangements shall be made in such a way that the supervisor leads the student to completion of studies. Another supervisor shall be appointed if the student is just beginning his/her research.

- 1.10 If the supervisor is unable to continue with supervision due to health, transfer or other reasons, another supervisor shall be appointed by the head of department.
- 1.11 Before agreeing to supervise a postgraduate student, supervisors shall satisfy themselves that:
 - i). They have the necessary knowledge and expertise to supervise the project which the student wishes to undertake.
 - ii). The project is appropriate for the level of degree and can reasonably be undertaken within the required time-scale.
 - iii). They are confident that the student is capable of undertaking the project successfully.

2.0 Duties and Responsibilities of Supervisors

The Supervisor(s)/Supervisory committee shall have the following responsibilities:

- 2.1 Provide appropriate technical advice and guidance to enable their students to choose and embark on appropriate research theme as well as to train the students to work independently.
- 2.2 Guide the student in formulating an appropriate research project, focus ahead and see the potential and limitations of the research problem before the candidate goes far with the research work.
- 2.3 Ensure that the student maintains satisfactory progress, receives adequate advice and encouragement on coursework and research, and dissertation/thesis preparation reviewed critically and on a continuous basis.

- 2.4 Ensure a positive attitude and relationship with the student in order to identify student's difficulties and problems early enough to avoid unnecessary frustrations.
- 2.5 Be familiar with the student and sensitive to the diverse needs of the student and provide the support required in different circumstances where possible.
- 2.6 Show interest and enthusiasm in the candidate's research work, be accessible and have a positive and friendly relationship with the candidate.
- 2.7 Acquaint himself/herself with all the University's Higher Degree Regulations and guide the student accordingly.
- 2.8 Know and make a distinction when supervising Master's candidates and when supervising PhD candidates.
- 2.9 Ensure that the student presents seminars as planned by the Chairperson of Departmental Postgraduate Studies Committee.
- 2.10 Recommend to the Head of Department any remedial or formal courses appropriate to the student's field of study.
- 2.11 Support and monitor the student's progress through a research plan, a planned schedule of meetings and formal contacts, there for eavoid wastage of time and resources, and ensure the student submits research progress report periodically at interval of six months (Appendix 12).
- 2.12 Propose a temporary supervisor to the Head of Department in case of his/her unavailability for a period of three consecutive months or more.

- 2.13 Ensure the student submits draft dissertation/thesis of his/her research finding. During the review, the supervisor/supervisory committee shall advise the candidate and give suggestions where improvements are required. In any circumstance, the supervisor or SUA staff shall not assume the role of the students such as writing the draft dissertation/thesis for the student.
- 2.14 Ensure the student submits progress report on time for the period ending 30th June and 31st December (Appendix 11).
- 2.15 Ensure that the student submits a dissertation/thesis of an acceptable standard for intended degree programme.
- 2.16 Not engage in corrupt deals with his/her supervisee. Any evidence in corrupt deals shall lead to termination of his/her supervisory services.
- 2.17 Ensure frequent consultations with the student in order to be aware of new problems in the student's researchs since the last report and to suggest remedial measures before it is too late.
- 2.18 Have the right to recommend discontinuation of the contract student who fails to maintain satisfactory academic progress in any phase of their postgraduate programme.
- 2.19 Recommend to the Head of the Department potential external examiners for the candidates' dissertation/thesis.
- 2.20 Ensure that the student's dissertation/thesis is within the acceptable standard and plagiarism level (i.e. <30%). Therefore, supervisor is required to use

available anti-plagiarism software approved by SUA to check student's work.

- 2.21 Guide candidate in the revision of the thesis/dissertation as recommended by the examiners and *viva voce* panel, and finally certify the error free version of the dissertation/thesis for submission.

3.0 Responsibilities of Student

It is the responsibilities of the student to:

- 3.1 Be conversant with all the Higher Degrees regulations and guidelines and to abide to them.
- 3.2 Identify his/her own training and developmental needs, communicate them to the supervisor, and ensure they meet the institution's requirements for training and skills development.
- 3.3 Request for permission when he/she wants to be absent from the University campus. Permission of up to 14 days shall be granted by the Head of Department while permission of more than 14 days and travel outside the country shall be granted by the Chairperson of College/School/Directorate Academic Committee.
- 3.4 Request to change the supervisor(s) after one month and within three months since assignment of the supervisors if he/she believes that continued supervision by such supervisor will not lead to the satisfactory completion of the degree.
- 3.5 Attend course work, lectures, examinations, research seminars, and develop concept note and research proposal.

- 3.6 Complete his/her research on schedule as stipulated in the approved research proposal, and write the dissertation/thesis as stipulated in the Guidelines for preparing dissertation/thesis and other publications.
- 3.7 Apply for postponement, freezing studies, extension of registration and de-registration from studies where necessary.
- 3.8 Discuss problems stemming from his/her research with his/her supervisor(s)/supervisory committee and Head of Department.
- 3.9 Write and submit to supervisor(s)/supervisory committee progress reports on time as stipulated in the regulations using standard progress report form for higher degree research candidates (Appendix 11 and Appendix 12).
- 3.10 Act as a responsible member of the institution's academic community in a professional and socially acceptable manner.
- 3.11 Prepare and submit research reports, thesis/dissertation, manuscripts and publications to the supervisors.
- 3.12 Check their dissertation/thesis for plagiarism using anti-plagiarism software approved by SUA before submitting it for examination.
- 3.13 Communicate research findings as appropriate to others in the academic community, as appropriate both orally and in writing.
- 3.14 Defend the ultimate research findings before panel of examiners to qualify for degree award.

4.0 Handling of breakdown of supervisor/student relationship

4.1 In the course of supervising a higher degree student, a situation may arise whereby one or more of the following relationships develops:

- i). Breakdown in communication between the student and the Supervisor;
- ii). Personal clashes and conflicts between the supervisor and the candidate;
- iii). Hostile relationship between the supervisor and the candidate;
- iv). Refusal of the Candidate to follow the Supervisor's instructions and guidance.
- v). Harassment including sexual, ethnic, religious, discrimination, bullying or any other form,

4.2 When such breakdown of relationship occurs, it is recommended that either the Supervisor or the student independently report the problem, in writing to the Head of Department. The Head of the Department shall study the nature of the problem and recommend to the College/School/Directorate Postgraduate Studies Committee. This Committee shall decide one or more of the following:

- i). The candidate be warned in writing, about his/her weakness;
- ii). The supervisor be warned, in writing, of his/her weakness;
- iii). The candidate be transferred to another Department;
- iv). The supervisor be terminated from supervision;
- v). A new supervisor be appointed to guide the candidate;

- vi). Any other reasonable action, including recommendation for discontinuation of the candidate from studies.

K. POSTGRADUATE STUDENT TRANSFER AND VISITING STUDENTS

1.0 Credit transfer

- 1.1. Transfers of students' credit from SUA to another University or from another University to SUA shall only be accepted from accredited universities and programmes.
- 1.2. Candidate is required to apply in writing, for credit transfer to the Deputy Vice Chancellor for Academic through the Director of Directorate for Postgraduate Research technology Transfer and Consultancy, Principal of college/Dean of respective school, and Head of department attaching copies of all required supporting documents which include: official transcript, letter of introduction/recommendation from the previous University, course description, method of assessment and grading system, an official translation of the original documents (in case of non-English documents); photo-attached personal identification documents such as, Birth certificate, passport or any other acceptable ID, certified copies of the original certificates used to gain admission into the previous university
- 1.3. Transfers of credits shall be permitted up to a maximum of 50% of the core course credits for similar programmes at the same level hence the rest of the credits shall be obtained from SUA

- 1.4. A student who had been discontinued on academic grounds or examination irregularities shall not be allowed to transfer his/her credits but one wishing to continue with university education in the same programme or institution shall have to wait until a lapse of two years after having been discontinued but still he/she will not be allowed to transfer credits earned prior to discontinuation.
- 1.5. Course content of the transferred course should be at least 75% similar to that of the SUA course in addition to other criteria stipulated in 1.1, 1.2 and 1.3 above
- 1.6. Whenever candidate wishes to transfer credits from SUA to another accredited University, the guidelines of the receiving institution will be applied
- 1.7. Transfer of credits shall be allowable within a period not exceeding five years from the time the credits were earned

2.0 Student transfer

- 2.1 Postgraduate student studying in another accredited University shall apply transfer to SUA by writing official letter to the Deputy Vice Chancellor (academics) through his/her institution.
- 2.2 The transfer will be approved by SENATE taking into consideration availability of needed training resources,
- 2.3 A supervisor of a postgraduate student transferring to another University can transfer his/her supervisory services to that University provided that Guidelines 1.3 and 1.5 in section K above are adhered to.

- 2.4 All transfers of postgraduate students shall be subject to approval by the Tanzania Commission of Universities

3.0 Visiting students

- 4.1 A visiting student is any graduate student registered in another institution who wishes to join SUA for some courses, mentorship or to conduct independent research in collaboration with SUA researchers.
- 4.2 A student registered in another University shall apply to spend a maximum of 6 months at SUA as a visiting student
- 4.3 Application, accompanied with evidence for admission and supporting letter from the primary institution shall be sent to the Deputy Vice Chancellor (Academics) through the department hosting the degree programme
- 4.4 Accepted applicants shall be allowed to join courses offered during that semester and transfer credits earned.
- 4.5 Visiting students wishing to take courses shall be required to pay proportion of the University fees equivalent to the time he/she spent at SUA.
- 4.6 Students visiting SUA as research associates shall be guided by the Regulations for research associateship as stipulated in the Research Regulations and Guidelines

L. DOUBLE POSTGRADUATE DEGREES

- 1.1 Double postgraduate diploma/masters/PhD also known as dual postgraduate diploma/masters/PhD means that the candidate obtains the qualifications

from two different institutions. It is usually offered when the candidate is supported by a partner institution and required to meet registration criteria for both.

- 1.2 Students shall be allowed to register for double postgraduate degree upon agreement between SUA and the partner University. The two institutions shall sign an agreement if a student is registered at SUA and another partner University for the purpose of obtaining double degree.
- 1.3 The candidate shall be required to abide to SUA regulations and guidelines during proposal development, seminar presentations, thesis format/ submission process and *viva voce* examinations.

M. INTELLECTUAL PROPERTY MANAGEMENT

- 1.1 All postgraduate students' innovations shall be protected via patents, plant breeder rights or copyrights.
- 1.2 Students and or supervisors/supervisory committee shall report to the Director of DPRTC in writing all research projects with potentially patentable innovations.
- 1.3 A student with protect innovation(s) will be considered to use patent, breeder's right or copyright application as an alternative to publications to qualify for postgraduate degree award. The University through the Directorate responsible for Postgraduate Studies will provide guidance on how to score such a patent, breeder's right or copyright.
- 1.4 All dissertations/theses with potential patentable innovations shall be deposited in SUA Institutional Repository (SUAIR) or published after applying for protection to the Intellectual Property Protecting

Authorities.

- 1.5 All patented innovations belong to SUA and sharing of benefits from commercialization of innovations shall be as stipulated in SUA Intellectual Property Policy.

N. HONORARY DEGREE AWARDS

- 1.1 The honorary degree of Sokoine University of Agriculture is the degree of Doctor *honoriscausa*.
- 1.2 The degree of Doctor *honoriscausa* is conferred upon any person who, in the opinion of Senate, has rendered distinguished service in the advancement of any branch of learning or has otherwise rendered himself worthy of such a degree.

2.0 Nomination of Candidates for Award of Honorary Degree

- 2.1 A proposal to award an honorary degree may be made by a member of the Council or a member of the Senate and shall be communicated in writing to the Vice Chancellor.
- 3.2 Every such proposal shall be accompanied by a statement setting forth the honorary degree recommended and the detailed grounds on which the recommendation is based. Serving members of the academic staff of the University shall not be proposed.

3.0 Procedure for Evaluation of Candidates for Award of Honorary Degree

- 3.1 Upon receiving a proposal for the award of an honorary degree, the Vice Chancellor shall refer

such a proposal to the Senate Postgraduate Studies Committee for consideration.

- 3.2 The Senate Postgraduate Studies Committee shall study all facts submitted to it and based on an affirmative two-thirds secret ballot majority of all members of the Committee, recommend award of the degree.

In each specific case, the College/School/Directorate in which the degree is proposed to be conferred shall be co-opted to the Senate Postgraduate Studies Committee considering the case.

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

- i). The recommendation shall be made separately to the Senate and Council. After consideration of all the facts, members of Council and Senate shall vote independently by secret ballot.
- ii). An affirmative two thirds majority of the members in both Senate and Council shall be required for a decision to recommend for an award of an honorary degree.

The results of the ballot shall be announced immediately in the same meetings of Senate and Council. If the two thirds majority is not achieved at Senate, the name of the candidate will be dropped.

- i). The Deputy Vice Chancellor (Academic) shall serve as the Returning Officer of Council and Senate.
- ii). The Chancellor's approval shall be required before conferring an honorary degree.

- iii). The Vice Chancellor shall nominate a distinguished University Academician to serve as the University Orator for every honorary degree graduand of the University.
- iv). Honorary degree shall, as a rule, be conferred only in the presence of the recipient.

O. AEGROTAT AND POSTHUMOUS DEGREE AWARDS

1.0 Aegrotat degree award

- 1.1 Anaegrotat qualification may be awarded to a student who had left the University on established medical grounds after receipt of positive examination reports of his/her dissertation/thesis but fails to attend the oral presentation/*viva voce* examination.
- 1.2 The Head of Department in which the student was registered shall formally make a request to the College/School/Directorate Academic Committee for the aegrotat degree to be considered for award.
- 3.3 The aegrotat degree shall be awarded by Senate upon recommendations from College/School/Directorate Boards.
- 3.4 This aegrotat award shall be considered as a terminal award and thus shall not be used for professional practices by the awardee. However, the aegrotat award may be used for non-professional related employment.

2.0 Posthumous degree award

- 1.1. A posthumous qualification may be awarded to a deceased student after receipt of positive examination reports of his/her dissertation/thesis but fails to attend the oral presentation/*viva voce* examination or dies before the date of conferring the degree.

- 1.2. The Head of Department in which the student was registered shall formally make a request to the College/School/Directorate Academic Committee for the posthumous degree to be considered for award.
- 1.3. Posthumous degree shall be awarded by Senate upon recommendations from College/School Boards.
- 1.4. The word “posthumous” shall appear in all relevant documents of the deceased student such as dissertation/thesis, transcript, certificate, and other academic records.
- 1.5. If the next of kin so desires, the posthumous degree shall be awarded in the name of the deceased student and shall be announced at the next graduation ceremony.

P. REFERENCES

1. Inter-University Council of East Africa (2018). Draft Standards and Guidelines for Postgraduate Studies in East Africa. 27 pages.
2. Sokoine University of Agriculture (2011). Regulations and Guidelines for Higher degrees, Fifth Edition. 91 pages.
3. Tanzania Commission for Universities (2018). Handbook for Standards and Guidelines for University Education in Tanzania. 135 pages.
4. Tanzania Commission for Universities (2019). Handbook for Standards and Guidelines for University Education in Tanzania. 240 pages.

APPENDICES

Appendix 1: MSc/PhD Research Concept Note Seminar Assessment Form (Regulation: B Sec. 4.5)



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Technology Transfer and Consultancy,
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Tel: +255 23 260 3511-14, Telfax: +255 23 260 4388

<http://www.sua.ac.tz/drpgs> e-mail: drpgs@sua.ac.tz

Name of candidate:.....

Department:.....

College/School:.....

Title of Seminar:.....

.....

.....

Scores

i). Background on the subject matter (Max. score 20)

ii). Research knowledge gap and relevance of objectives (Max. score 35)

iii). Relevance of research design (Max. score 30)

iv). Oral communication ability (Max. score 5)-

v). Mastery in use of facility (audio/visual, IT, etc.) (Max. score 5)

vi). Up to date references (Max.score 5)

Total Score (over 100)

EXAMINER'S RECOMMENDATION*

1. The seminar presentation was of acceptable standard, content and oral presentation; the candidate therefore passes
2. The seminar presentation was not of an acceptable standard; the candidate be allowed another chance to present the same topic or different topic for the second time.
3. The student has failed seminar presentation after three attempts

Name of Discussant/Referee:.....

Signature:..... Date

* Minimum pass mark if 60%

Appendix 2: MSc/PhD Research Proposal Seminar Assessment Form (Regulation B: Sect 4.5)



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<http://www.sua.ac.tz/drpgs> e-mail: drpgs@sua.ac.tz

Name of candidate:.....

Department:.....

College/School:.....

Title of Seminar:.....

.....

.....

Scores

- | | |
|---|----------------------|
| i). Background on the subject matter (Max. score 10) ----- | <input type="text"/> |
| ii). Research knowledge gap and relevance of objectives (Max. score 20) ----- | <input type="text"/> |
| iii). Suitability of research design (Max. score 25) ----- | <input type="text"/> |
| iv). Suitability of data analysis method (Max. score 20) ----- | <input type="text"/> |
| v). Realistic work plan and budget (Max. score 10) ----- | <input type="text"/> |

- vi). Oral communication ability (Max. score 5) ----
- vii). Mastery in use of facility (audio/visual, IT, etc.) (Max. score 5)-----
- viii). Up to date references (Max. score 5)
.....
- Total Score -----

EXAMINER’S RECOMMENDATION*

- 1. The seminar presentation was of acceptable standard, content and oral presentation; the candidate therefore passes
- 2. The seminar presentation was not of an acceptable standard; the candidate be allowed another chance to present the same topic or different topic for the second time
- 3. The student has failed seminar presentation after three attempts

Name of Discussant Referree:.....

Signature:..... Date

* Minimum pass mark if 60%

Appendix 3: MSc/PhD Research Results Seminar Assessment Form (Regulation: B Sec. 4.5; C Sec 1.1.1. and 1.2.1)



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<http://www.sua.ac.tz/drpgs> e-mail: drpgs@sua.ac.tz

Name of candidate:.....

Department:.....

College/School:.....

Title of Seminar:.....

.....

.....

Scores

- | | | |
|-------|--|----------------------|
| i). | Theoretical background on the subject matter
(25 marks) ----- | <input type="text"/> |
| ii). | Validity of the Literature referred to (20
marks) ----- | <input type="text"/> |
| iii). | Correctness in analysis/interpretation of facts
(25 marks) ----- | <input type="text"/> |
| iv). | Oral communication ability (20 marks) ----- | <input type="text"/> |
| v). | Mastery in use of facility (audio/visual and IT)
(10 marks) ----- | <input type="text"/> |
| | Total Score ----- | <input type="text"/> |

EXAMINER'S RECOMMENDATION*

1. The seminar presentation was of acceptable standard (define this), content and oral presentation; the candidate therefore passes with a grade
2. The seminar presentation was not of an acceptable standard (define this); the candidate be allowed another chance to present the same topic or different topic for the first/second additional time.
3. The student has failed seminar presentation after three attempts.

Name of Discussant Referee:.....

Signature:..... Date

* Please fill/tick in the appropriate box

Appendix 4: Notice of Intention to Submit Dissertation/ Thesis (Regulation: B Sec. 7.3 and C Sec. 5.2)



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<http://www.sua.ac.tz/drpgs>

<http://www.sua.ac.tz/drpgs> e-mail: drpgs@sua.ac.tz

A: To be filled by candidate

1. Name (in full):.....
2. Email Address:.....
3. Department: College
School.....
4. Degree registered for:
5. Title of Thesis/Dissertation:
6. Effective Date of Registration:
7. Name of Supervisor(s):
 - i).
 - ii).
 - iii).
 - iv).
8. I confirm that I shall submit my thesis/dissertation on:
.....
9. Candidate's signature:
- Date:

B: To be forwarded by the Supervisor of the Candidate:

10. i). The candidate has presented and passed all referred seminars: Yes/No*
- ii). Dissertation/Thesis is checked for plagiarism (Yes/No*) (attach plagiarism report when submitting dissertation/thesis for examination)

Supervisors Comments: It is possible/not possible*

Name of Supervisor:

Signature: Date.....

1. Internal Independent Examiner 1

Name:

Email address:

Mobile phone (s):

Department:

The examiner preferred **soft copy/hard copy*** to be sent to for examination

2. Internal Independent Examiner 2

Name:

Email address:

Mobile phone (s):

Department:

The examiner preferred soft copy/hard copy* to be sent to for examination

3. External Examiner(s) (*One for Masters degree and two for PhD degree*):

Name of External Examiner 1:
Email address:
Mobile phone (s):
Postal address:

The examiner preferred **soft copy/hard copy***

(CV for external examiner to be attached if he/she is serving for the first time).

Name of External Examiner 2:

Email address:

Mobile Phone(s).....

Postal address:

The examiner preferred **soft copy/hard copy***

(CV for external examiner to be attached if he/she is serving for the first time).

Name of Head of Department:

Signature: Date:

**Appendix 5: Terms of Reference for Examining
Dissertations/Theses/Research Paper (Regulation: B Sec.
8.4 and C Sec. 6.4)**



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<http://www.sua.ac.tz/drpgs>

<http://www.sua.ac.tz/drpgs> e-mail: drpgs@sua.ac.tz

- 1.0 Both the Internal and External Examiner are expected to scrutinize the Dissertation/Thesis and provide detailed narrative account/comments along the following points:
- i). Abstract (Maximum score 5%)
 - ii). Introduction
 - a. Background information (Maximum score 5%)
 - b. Problem statement (Maximum score 5%)
 - c. Rationale (Maximum score 5%)
 - d. Research questions/Objectives (Maximum score 5%)
 - iii). Literature review (Maximum score 15%)
 - iv). Research Methodology/Materials and methods (Maximum score 15%)
 - v). Research results (Maximum score 15%)
 - vi). Discussion (Maximum score 5%)
 - vii). Conclusion and recommendations
 - a. Conclusion (Maximum score 5%)
 - b. Recommendations (Maximum score 5%)
 - viii). Originality of contribution (Maximum score 5%)

- ix). Literature citation (Maximum score 5%)
 - x). Overall Presentation of Dissertation/Thesis (Maximum score 5%)
- 2.0 Both the Internal and External Examiners are required to provide any additional details to be addressed by the student.
- 3.0 Both the Internal and External Examiners should give raw marks and a definite recommendation on whether or not the degree should be awarded by filling in a summary recommendation form (Appendix 6 and 7).

**Appendix 6: Summary Recommendation Form for
Masters Dissertation/Thesis/ Research Paper Examination
(Regulation: B Sec. 8.4)**



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<http://www.sua.ac.tz/drpgs>

<http://www.sua.ac.tz/drpgs> e-mail: drpgs@sua.ac.tz

Name of candidate:

Department:

College/School.....

Degree registered for.....

Title of dissertation:

.....

.....

EXAMINER'S RECOMMENDATION*

1. The degree be awarded subject to incorporation of minor changes and typographical corrections (Score of 60% and above)
2. The candidate be allowed to revise and re-submit the dissertation/ Thesis for re-examination (Score of 40-59.9%)
3. The dissertation be rejected outright (Score of less 40%)

Name of Examiner:

Contact Address:

.....

Telephone:..... Email.....

Signature:..... Date

*Please tick in the appropriate box

Appendix 7: Summary Recommendation Form for PhD Dissertation/Thesis (Regulation: B Sec. 8.7 and C Sec. 6.8)



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<http://www.sua.ac.tz/drpgs>

<http://www.sua.ac.tz/drpgs> e-mail: drpgs@sua.ac.tz

Name of candidate:,.....

Department:

College/School.....

Degree registered for.....

Title of dissertation:.....

EXAMINER'S RECOMMENDATION*

1. The thesis is of an acceptable standard; the candidate be allowed to sit for *Viva voce* examination before incorporating examiners comments and typographical errors.

(Score of 60% and above)

(External examiners shall mail their questions which will be asked by Chairman of the Panel during the Viva voce examination)

2. The thesis is not of an acceptable standard; the candidate be allowed to re-submit the thesis for re-examination after re-writing and/or further period of study (please specify reasons on separate sheet).

(Score of 40-59.9%)

3. The thesis be rejected outright (please specify reasons on separate sheet).
(Score of less than 40%)

Name of Examiner:

Contact Address:

.....

Telephone:..... Email.....

Signature:..... Date

*Please tick in the appropriate box

Appendix 8: Oral Defence/Viva Voce Examination Results Recommendation Form for Research Paper, Dissertation and Thesis



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<http://www.sua.ac.tz/drpgs> e-mail: drpgs@sua.ac.tz

MEMBER	NAME	SIGNATURE	DATE	RECOMMENDATION*
1. Chairperson
2. Internal Examiner
3. Internal Examiner
4. Dean or Nominee
5. Head or Nominee

* In case of disagreements, each panellist should show the recommendation number against his/her signature.

Appendix 9: Procedures for Conducting Oral Defence/ *Viva Voce* (Regulation: C Sect 6.18)



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<http://www.sua.ac.tz/drpgs> e-mail: drpgs@sua.ac.tz

1. Members of the Panel shall enter the examination room at the time set in the *Viva Voce* examination arrangements.
2. The Chairperson of the Panel shall ensure that all the Members are present. In case one or more panelists are missing, efforts shall be made by the Chairperson through the Postgraduate Studies Committee to replace the missing Member(s).
3. The Chairperson shall also ensure that the *Viva Voce* Candidate is present at the time required.
4. The Candidate shall be required to wait at an appropriate area outside the examination room to allow for preparations/ settling of the Panel.
5. The Chairperson shall mention the names of each one of the Panelists, their positions and responsibilities in the *Viva Voce* examination.
6. The Head of Department or the appointee of the Head shall be the Recorder.
7. The Recorder shall also be responsible for time keeping during the *Viva Voce*.
8. The Chairperson shall remind the Panelists the regulations

pertaining to the conduct of Viva Voce examination and hence agree on the procedures. He/She shall also inform the Panelists, the number of questions submitted by the external examiner.

9. The Chairperson shall welcome into the *Viva Voce* examination room invited members of the public before the candidate is ushered in.
10. Thereafter, the Chairperson shall invite the Candidate into the examination room, introduce him/herself and disclose his position as Chairperson of the *Viva Voce* examination. He/She shall also introduce the Members of the Panel to the Candidate.
11. The Chairperson shall also request the Candidate to introduce himself/herself to the Panel by presenting a brief profile of himself/herself for a period of not more than three minutes for masters and five minutes for PhD.
12. The Chairperson will then remind the Candidate on the purpose of and regulations for Viva Voce examination and the procedures to be followed.
13. The Chairperson will then invite the Candidate to present his/her thesis/dissertation for the duration not exceeding 45 minutes. After the presentation a break not exceeding 15 minutes may be allowed as the Chairperson may determine.
14. After the Candidate's presentation/break, the Chairperson shall begin asking the Candidate questions from the external examiner and thereafter his/her own questions.
15. Other Members of the Panel will take turns to ask the candidate questions as will be guided by the Chairperson.

16. The Candidate shall be required to answer questions chronologically as they are asked. In case one or more of the Panelists are not satisfied with the answers they are required to show the same immediately after the answer is given and consensus should be reached and recorded that has implication on changes in the thesis/dissertation or to improve the Candidate's understanding.
17. The questions to be asked should be those directly related to the written thesis/dissertation, the oral presentation and the general or broad discipline or field/area of study of the Candidate.
18. The question and answer session will continue until the Panellists are satisfied that the purpose of the Viva Voce examination has been met. However, the maximum time allowed for the *Viva Voce* shall not exceed three hours including the time used for presentation.
19. The Chairman will end the question and answer session and request the Candidate to go out to wait for the overall decision on the outcome of the Viva Voce examination. At the same time the Chairperson shall ask members of the invited public to leave.
20. To decide on the outcome of the examination, the Chairperson will ask independent opinions of each Member of the Panel on issues including:-
 - If the work is original,
 - If the Candidate has grasped the specific and broader subject areas,
 - If he/she has been able to clarify the weaknesses in the thesis/dissertation (if any), and

- Also if the thesis contribute remarkably to knowledge.
21. The viva voce panelists shall, as far as possible, work towards arriving at a unanimous decision on the candidate's overall results of the PhD. Where the panelists are unable to reach unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision.
 22. The Chairman, shall then ask the Panel Members to sign the examination results form, to indicate one's specific recommendation.
 23. The Chairman will examine the results, and if there are differing opinions, Members of the Panel shall vote in order to reach a final decision.
 24. Members of the Panel shall also discuss and agree on major changes to be made in the thesis/dissertation by the Candidate.
 25. Members of the Panel shall then sign the agreement form that show the consensus reached on the final decision.
 26. The candidate will thereafter be called back in the examination room and the Chairperson shall inform her/him of the outcome of the examination. This will be the end of the *Viva Voce* examinations.

Appendix 10: PhD/Master Degree Oral Defence/Viva Voce Examination Results Form(Regulation: B Sec. 8.23 and C Sec. 6.21)



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<http://www.sua.ac.tz/drpgs> e-mail: drpgs@sua.ac.tz

ORAL DEFENCE/VIVA VOCE EXAMINATION RESULTS FORM

Name of candidate:.....

Department.....

College/School:.....

Title of Thesis:.....

.....

.....

**VIVA VOCE PANEL RECOMMENDATION*
CANDIDATE PASSES**

1. Degree be awarded to the candidate subject to making minor corrections and revisions in the thesis as detailed in the Viva voce proceedings and in the thesis

(Score of 60% or above based on number of questions answered correctly)

CANDIDATE RE-SITS EXAMINATION

2. Degree be awarded after major revisions and re-submission of thesis for re-examination. What shall constitute the major revision for viva?

(Score of 40 – 59.9 based on questions answered correctly)

CANDIDATE FAILS

3. Candidate fails outright (reason detailed in Viva voce proceedings)

(Score less than 40% based on questions answered correctly)

*** Please tick in the appropriate box**

***The minimum pass mark is 60%**

**Appendix 11: Postgraduate Students' Research Work
Progress Report Form (Regulation: Sec.8.18 & C Sec.
6.19)**



SOKOINE UNIVERSITY OF AGRICULTURE

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<http://www.sua.ac.tz/drpgs> e-mail: drpgs@sua.ac.tz

**PROGRESS REPORT- POSTGRADUATE STUDENTS'
RESEARCH WORK FOR THE SIX MONTHS PERIOD
ENDING 20**

Department of.....

**A: STUDENT'S PARTICULARS (To be completed by
student)**

1. Name:..... Surname..... Other
names.....
2. Nationality.....
3. Degree registered for.....
4. Registration Number:
5. Date of Registration.....

**B: RESEARCH PARTICULARS (To be completed by
student)**

1. MSc/PhD Coursework/Remedial Courses: Done/Not
done If done show results: G.P.A/Grade/Overall Scores:

-
- Where done:
2. Title of dissertation/Thesis research proposal:
-
3. Name of Supervisor(s).....
-
4. Date research proposal approved by Faculty/Senate:
-
5. Date research started
6. Indicate major accomplishments during the period under review:
-
-
7. Student's Signature: Date:

C: REMARKS AND RECOMMENDATION

1. SUPERVISOR'S COMMENTS:

.....

.....

Signature: Date:

2. HEAD OF DEPARTMENT:

.....

Signature: Date:

3. Higher Degrees Sub Comments:.....

.....

Meeting No: Minute No: Date:

4. Collge/School Board Comments: why college/school postgraduate studies committees?

.....
Meeting No: Minute No:..... Date:

5. Senate Postgraduate Studies Committee:

.....
Meeting No:..... Minute No:..... Date:

6. Senate Decision:.....

.....
Meeting No: Minute No: Date:

Appendix 12: Summary Postgraduate Student's Progress Report (Regulation: J Sec. 2.11 and 3.9)



SOKOINE UNIVERSITY OF AGRICULTURE

Directorate of Postgraduate Studies, Research,
Technology Transfer and Consultancy,
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Tel: +255 23 260 3511-14, Telfax: +255 23 260 4388
<http://www.sua.ac.tz/drpgs> e-mail: drpgs@sua.ac.tz

1	Student's Particulars:	
	(i) Name	
	(ii) Registration No.	
	(iii) Degree Programme	
	(iv) Date of Registration.....	
	(v) Expected Date of Completion of Studies	
2	Progress in Course work:	
	(i) Date of Completion of Coursework	
	(ii) Results: Passed/Supplementary/Failed	
2	Number of supervisory meetings conducted	
3	Other knowledge or skills development courses/workshops/seminars	
4	Status : Allowed to continue with Research work
5	Date of Approval of Research Proposal	
6	Research Progress:	
	(i) Collecting Data	
	(ii) Analyzing Data	
	(iii) Writing Dissertation/Thesis	
	(iv) Status: Good / Frozen (for the duration of)
	(v) Extension of Registration requested from to	

6	Progress Reporting (i) Regular/Irregular (ii) Date of last progress report	
7	Dissertation/Thesis Examination	
	i). Submitted Intention to submit	<input type="text"/>
	ii). Dissertation/Thesis sent to Examiners on	
	iii). Dissertation/Thesis back from External Examiner	<input type="text"/>
	iv). Incorporating Examiners' Comments	<input type="text"/>
	v). Preparing for Viva Voce	<input type="text"/>
	vi). Revising Dissertation for re-submission	<input type="text"/>
	vii). Dissertation/Thesis withheld - NOT sent for examination pending payment of outstanding fees	<input type="text"/>
8	Remarks:	

Appendix 13: Student Complaint Form (Regulation: G Sec. 1.0)



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STUDENT COMPLAINT FORM

1. Name of candidate:.....
2. Name of Department.....
3. College/School:
4. Brief explanation of complaint*:
- Student's signature Date:.....
5. Comments by Head of Department*:
.....
.....
.....
.....
6. Name of Head of Department
- Signature Date:.....
7. Comments by College/School/Directorate Postgraduate
Studies Committee or comments by Dean of Students*
.....
.....
.....
.....

8. Name of Chairperson of College/School/Directorate
PGSC/ Dean of Students
.....

Signature

Date:.....

9. Decision by College/School/Directorate Board
.....
.....
.....
.....

*Attach extra paper if the space provided is inadequate

Appendix 14: Extension for Registration(Regulation: F Sec. 4.3)



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APPLICATION FOR EXTENSION OF REGISTRATION

1. Name of candidate:Registration No.....
2. Date of registration:
3. Date of expiry of registration:
4. Faculty/Institute*:
Department:.....
5. Degree Programme:
6. Title of Researchtopic:.....
.....
.....
8. Duration of extension being requested now:(months),
from.....to
9. Reasons for requesting extension:
.....
7. Previous request(s) and reasons for extension of registration:
.....(months); fromto
- Reason(s).....
Cumulative number of months of extension to date:
.....(months)

Signature of the candidate:Date:

10. **Supervisor's comments:** Approved/Disapproved*

Reason(s):.....

Name:.....

Signature:Date:.....

11 **Comments of Head of Department:** Approved/Disapproved*

Reason(s):.....

Name:.....

Signature:Date:.....

12. **Comments by the Dean/Principle/Director:** Approved/ Not Approved*

Reason(s).....

Name:.....

Signature: ..Date:.....

13 **Comments by the SPRTC:** Approved/ Not Approved*

Reason(s):.....

Name:.....

Signature:Date:.....

Delete which not applicable

Appendix 15: External Examiners Claim Form



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EXTERNAL EXAMINER'S CLAIM FORM

I confirm with my appointment as an External Examiner for candidate:.....

That I have examined: Candidate thesis/dissertation, and
That I have signed the appropriate mark sheet and I attach my report on the examination

I wish/do not wish* to claim my honorarium and reimbursement of expenses incurred in connection with my duties as External Examiner

Expenses Details

Honorarium.....

**Plus refund of expenses incurred (*please attached receipts*):

1.
2.
3.
4.

Total (Tsh.) = = = = =

My honorarium should be paid to me at the following address

Names (*Threenames in full*) :.....

Address :.....

Tel. (mobile):..... E-mail:.....

Bank Details

Bank

Names :.....

AccountNumber :.....

Branch

Name:.....

Signature:.....

Date:.....

Approved for payment.

Signature:.....

Date:.....

DIRECTOR, DPRTC

*+*Please delete what is not applicable*

***Please give details and amounts of out-of-pocket expenses incurred, e.g. postage of thesis.*

Appendix 16: Postgraduate Student-Supervisor Agreement (Regulation Part J. Sec. 1.8)



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Student-Supervisor Agreement

A: Background

Student-Supervisor Agreement is intended to ensure smooth supervision, mentorship and maintain mutual trust throughout the study period. The agreement is also guided by other University guidelines and policies hence it should be read in conjunction with the following Sokoine University of Agriculture documents:

- i). Regulations and Guidelines for Higher degrees (6th Ed. 2021)
- ii). Regulations and Guidelines for Higher Degrees to Support Online Training and Management of Postgraduate Studies (2020)
- iii). Intellectual Property Policy (2nd Ed. 2020)
- iv). Research Policy and Strategies (4th Ed. 2018)
- v). Research Regulations and Guidelines (4th Ed. 2019)

Name of student:Reg. Number:
Degree programme:
Department:
College/School/Institute

And

Main supervisor:

Department:

College/School/Institute:

Co-supervisor 1:

Department:

Institution:

Co-supervisor 2:

Department:

Institution:

B: Research Project

The student intends to work on the research project titled:

.....

Expected start date:

Expected end date:

C: Students and supervisor responsibilities

The student

Accepts to abide to the University standards, policies and guidelines including the following roles and responsibilities:

1. Identify his/her own training and developmental needs, communicate them to the supervisor, and ensure they meet the institution's requirements for training and skills development.

2. Request for permission when he/she wants to be absent from the University campus. Permission of up to 14 days shall be granted by the Head of Department while permission of more than 14 days and travel outside the country shall be granted by the Chairperson of College/School/Directorate Academic Committee.
3. Can request to change the supervisor(s) after one month and within three months since assignment of the supervisors if he/she believes that continued supervision by such supervisor will not lead to the satisfactory completion of the degree.
4. Attend coursework and lectures (where applicable), examinations, research seminars, and develop concept note and research proposal.
5. Complete his/her research on schedule as stipulated in the approved research proposal, and write the dissertation/thesis as stipulated in the Guidelines for preparing dissertation/thesis and other publications.
6. Apply for postponement, freezing studies, extension of registration OR de-registration from studies where necessary.
7. Discuss problems stemming from his/her research with his/her supervisor(s)/supervisory committee and Head of Department.
8. Write and submit to supervisor(s)/supervisory committee progress reports on time as stipulated in the regulations using standard progress report form for higher degree research candidates (Appendix 11 and Appendix 12).
9. Act as a responsible member of the institution's academic community in a professional and socially acceptable manner.

10. Prepare and submit research reports, thesis/dissertation, manuscripts and publications to the supervisors.
11. Comply with checking dissertation/thesis for plagiarism using anti-plagiarism software approved by SUA before submitting it for examination.
12. Communicate research findings as appropriate to others in the academic community, as appropriate both orally and in writing.

The supervisor

Accepts to abide to the University standards, policies and guidelines including the following roles and responsibilities:

1. Provide appropriate technical advice and adequate guidance to enable their students to choose and embark on appropriate research theme as well as to train the students to work independently.
2. Guide the student in formulating an appropriate research project, focus ahead and see the potential and limitations of the research problem before the candidate goes far with the research work.
3. Ensure that the student maintains satisfactory progress, receives adequate advice and encouragement on coursework and research, and dissertation/thesis preparation reviewed critically and on a continuous basis.
4. Ensure a positive attitude and relationship with the student in order to identify student's difficulties and problems early enough to avoid unnecessary frustrations.
5. Show interest and enthusiasm in the candidate's research work, be accessible and have apposite and friendly relationship with the candidate.

6. Ensure that the student presents seminars as planned by the Chairperson of Departmental Postgraduate Studies Committee.
7. Recommend to the Head of Department any remedial or formal courses appropriate to the student's field of study.
8. Support and monitor the student's progress through a research plan, a planned schedule of meetings and formal contacts, therefore a voidwastage of time and resources, and ensure the student submits research progress report periodically at interval of six months
9. Propose a temporary supervisor to the Head of Department in case of unavailability for a period of three consecutive months or more.
10. Ensure the student submits draft dissertation/thesis of his/her research finding. Shall not, in any case, assume the role of the students such as writing the draft dissertation/thesis for the student.
11. Ensure that the student submits a dissertation/ thesis of an acceptable standard for intended degree programme.
12. Ensure frequent consultations with the student in order to be aware of new problems in the student's research since the last report and to suggest remedial measures before it is too late.
13. Have the right to recommend discontinuation of the contract student who fails to maintain satisfactory academic progress in any phase of their postgraduate programme.
14. Recommend to the Head of the Department potential external examiners for the candidates' dissertation/ thesis.
15. Ensure that the student's dissertation/thesis is within the acceptable standard and plagiarism level (i.e. <30%).

Therefore, supervisor is required to use available anti-plagiarism software approved by SUA to check student's work.

16. Guide candidate in the revision of the thesis/dissertation as recommended by the examiners and viva voce panel, and finally certify the error free version of the dissertation/thesis for submission.

D: The student and the supervisor:

1. Supervisory meetings: The student and supervisor(s) shall meet physically or virtually at least twice per month. Meetings shall be verified by filling and signing in a log book.
2. Publication and authorship policy: In any publication emanating from the students' research work, the student shall be the first author. The arrangement of other authors shall be agreed by all researchers based on the contribution to the manuscript or as recommended in the field of study. Student shall comply with all University standards, policies and ethics.
3. Intellectual Property: Any dissertation/thesis with patentable innovations shall be reported to the Director of DPRTC as stipulated in SUA Innovation Policy and Intellectual Property Policy (2nd Ed. 2020) and the Regulations and Guidelines for Higher Degrees
4. Conflicts: In case of any conflict or withdraw from supervision, the supervisor/student should immediately seek advice from the head of department
5. Breach of this agreement shall be handled depending on the circumstances as stated in the SUA Regulation and Guidelines for Higher Degrees (6th Ed. Revised 2021; Part J Sect. 4.1 and 4.2)

E: Declarations

Have read and agreed the terms and conditions stated in this agreement

Name of the student:

Signature of the student: Date:

Name of the Main supervisor:

Signature of the supervisor: Date:

Name of the Co-supervisor No. 1:

Signature of the co-supervisor: Date:

Name of the Co-supervisor No. 2:

Signature of the co-supervisor: Date:

Received on (Date):

Name of the Department:

Name of Head of Department:

Signature of Head of Department:

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