

**ARCHBISHOP MIHAYO UNIVERSITY COLLEGE OF
TABORA**



**RESEARCH POLICY AND
OPERATIONAL PROCEDURES**

PREAMBLE

The Archbishop Mihayo University College of Tabora (AMUCTA) Research Policy and Operational Procedures are intended for both internal users of the university college as a reference point for research conducted under the name of this institution. They aim at providing an enabling environment within which research and can be carried out by the students as well as the staff. The research policy development is anchored on the AMUCTA successive strategic plans and other Government of Tanzania research policy documents and guidelines. As such, the research policy outlines the general vision of the university college with regard to the utilization of progressive research knowledge targeted at current academic as well as development needs and demands in the future. It also constitutes a baseline for the participation of academic units and staff in research career development within AMUCTA. An implementation strategy and subsequent development of specific action plans are described herein.

In this regard, an optimal production, dissemination and utilization of any type of research and operational procedures by our students and staff is of utmost importance to the University. Through this policy, AMUCTA shall, therefore, pay particular attention to the appropriate support of research activities, including such key aspects as continual students and staff education, the rigorous implementation of the policy in all departments and providing an effective management systems for the success of this research policy.

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AMUCTA FUNDAMENTAL STATEMENTS

AMUCTA Vision

To be a highly regarded institution in offering accessible, equitable and harmonized university education focused ethical values and holistic formation of a human being.

AMUCTA Mission

AMUCTA strives to provide high quality on education, research and public service, promote the pursuit and refence of truth with honesty and transparency and service with competence and dedication. It also strives to develop a sense of its caring for personal and community property and foster an ethical and service-oriented approach in academic and professional training.

AMUCTA Motto

Seeking Wisdom in Truth.

AMUCTA Core Values

AMUCTA, being an institution of higher education established by the Tanzania Episcopal Conference (TEC), strives to uphold and maintain the following core values:

- (i) Service with competence and dedication
- (ii) Truth
- (iii) Honesty
- (iv) Transparency
- (v) Wisdom
- (vi) Equality and equity
- (vii) Integrity

LIST OF ACRONYMS/ABBREVIATIONS

AMUCTA	Archbishop Mihayo University College of Tabora
DPAA	Deputy Principal for Academic Affairs
DPAF	Deputy Principal for Administration and Finance
DPGSRC	Directorate of Postgraduate Studies, Research and Consultancy
HoD	Head of Department
MDGs	Millenium Development Goals
PGSRC	Postgraduate Studies, Research Committee
SAUT	Saint Augustine University of Tanzania
TCU	Tanzania Commission for Universities

DEFINITION OF TERMS

Concept Note	A brief description of a research problem and objectives to be pursued.
Dissertation	Academic writing based on original research submitted for consideration in partial fulfilment of the requirements for the Master or PhD degree award.
Thesis	Academic writing based on original research that does not follow a complete scheduled coursework programme and is submitted for consideration in fulfilment of the requirements for the Master or PhD degree award.
External Examiner	An academician or expert [not from the institution attended by the student(s) assessed] who is appointed to be responsible for the assessment of a dissertation or thesis in accordance with the prescribed specifications.
External Supervisor	An academician or expert [not from the institution attended by the student supervised] who offers academic guidance to a student doing research following formal appointment.
Internal Examiner	A member of academic staff [from the institution attended by the student(s) assessed] who is responsible for the assessment of a dissertation or thesis in accordance with prescribed specifications.
Internal Supervisor	A member of academic staff [from the institution attended by the student supervised] who offers academic guidance to a student doing research following formal appointment.
Research Clearance	A certificate or letter produced by an Ethical Clearance Committee to indicate that the proposed research and researcher have been ethically cleared.
Research Permission	A letter produced by an institution to indicate that a researcher has been allowed by the institution to conduct the stated research.
Research Proposal	A structured formal document that explains what is to be researched, the reason for conducting research and how one plans to carry out the investigation.
Viva Voce	An oral examination that is arranged for a student to present and defend his / her dissertation or thesis.

CHAPTER 1

INTRODUCTION

1.1 National Context

Research plays a significant role in the socio-economic development of any society. It has an important role in the creation, advancing and refining knowledge as well as providing solutions to problems facing society, not only locally, but also within the wider international context. Research leads to better quality of life such as life expectancy, better agricultural products, and relevant educational policies and practice. Through research, relevant technologies can be discovered to advance quality service delivery, alleviate poverty, enhance knowledge and skills, health and address other socio-economic al problems.

As stipulated in the National Research and Development Policy of Tanzania (2010), research currently is characterized by science, technology, change and innovation. Since societal needs are intertwined, the national approach to research encourages application of multidisciplinary approach and AMUCTA Research and Consultancy Policy contributes to that.

Besides paving the way to external and various development outcomes, research enables universities to generate new knowledge for academic development, produce a stream of academic staff necessary to sustain the university enterprise, and teach students essential analytical and problem-solving skills.

For any academic institution, research is an integral part of the teaching and learning processes. If a society lacks the indigenous capacity for research and development or the capacity to manage technological change, it becomes totally dependent on the outside world. Implicitly, this has been the case of Tanzania. We have no option other than embracing various research findings by which technology can accelerate social and economic development.

1.2 The Need for the AMUCTA Research Policy

AMUCTA, just like all other universities all over the world, has a vital role to play in promoting research and consultancy in different academic disciplines all of which are essential in providing Tanzania with the essential competitive edge in the knowledge economy. The government, through Tanzania Commission for Universities (TCU), has underscored this role. Therefore, the university college has the responsibility to advise and inform through research, various government and non-governmental institutions, on various pressing current issues and concerns connected to sustainable development. In this regard, research, consultancy and innovation are key strategic issues which AMUCTA must focus on in order to remain relevant and to extend the cutting edge of knowledge and skills. This can only be achieved through a responsive research policy which

has been designed to guide all the research activities at the university college. Accordingly, AMUCTA has responded to this need by revising her previous Research Policy of 2016 and aligning this research policy with the strategic research goals espoused in the AMUCTA's Strategic Plan for the 2023/2024-2027/2028 period and beyond.

1.3 AMUCTA Statement of Commitment

The AMUCTA vision, mission and core values underscore the importance attached to research as part of the core functions of institutions of higher learning. Therefore, the university college has the role of providing the required leadership in the area of education, research and consultancy. In this regard, AMUCTA is committed to the highest ideals of good governance of academic issues including the promotion and pursuance of excellence in training, research and consultancy activities. Accordingly, the purpose of this is to ensure that research consultancy activities are well-facilitated and strengthened at AMUCTA in order to meet its goals and achieve its potential.

In order to achieve this crucial goal, the office of the Deputy Principal for Academic Affairs has the duty of ensuring that the university college's vision, mission and core values relating to research attains excellence in research, consultancy and community outreach. Accordingly, the crucial task of the DPAA and the responsible faculty and academic departments is to promote research and consultancy activities as well as ensure the application and dissemination of knowledge through quality research, publications and consultancy activities.

In its governance of research and consultancy services, AMUCTA shall be committed to the promotion of freedom of thought and expression, innovativeness and creativity, teamwork, professionalism, quality customer service, transparency and accountability, and adherence to ethical practices. Furthermore, in its role to promote research and consultancy activities among the staff and students, AMUCTA shall be committed to ensuring quality as the guiding principle by ensuring that there are clearly defined procedures that guide the conduct of research and consultancy services at the institution. Accordingly, this policy will therefore, ensure quality of research and related educational services, nurture excellence and professionalism, freedom of thought in academic inquiry, creativity, innovativeness and teamwork, in accordance with the priorities, principles and strategies indicated in this policy.

1.4 Purpose of the AMUCTA Research Policy

The purpose of this policy is to provide a guiding framework to facilitate research and consultancy-related activities conducted by the AMUCTA staff and students. It is meant to ensure that all research and consultancy activities have a clear purpose drawn from the vision and mission of AMUCTA and that all resources mobilized for the said activities are directed towards the fulfilment of the goals of the university college. These resources include policy frameworks and

supportive infrastructure, human resources, sound knowledge and information, physical infrastructure, equipment, services and finances. The research policy further provides the standards for implementation of research and consultancy related activities that encourage efficient and effective communication, ethical and honest research conduct and availability of all essential human and material resources. It will, therefore, ensure that research and consultancy activities shall reinforce the core functions of the university college; thereby, facilitating the development of sufficient numbers of highly-skilled human capital for national development. Accordingly, this policy will ensure that the research conducted is relevant to national, and international development goals including the Millenium Development Goals (MDGs); there is strategic linkage to AMUCTA vision, mission, core values and strategic plan; and, conformity with international best practices in research and consultancy activities conducted by the university college staff and students.

1.5 Objectives of AMUCTA Research Policy

The objectives of this research and consultancy policy are to:

- i. Provide a framework for the governance of research as well as its development at the university college.
- ii. Enhance AMUCTA'S core functions of innovative research;
- iii. Initiate and strengthen collaborative research at the university college as well as with other institutions of higher learning at the national, regional and international levels;
- iv. Enhance quality research, publications and community services by the university students and staff;
- v. To provide mechanisms for ensuring that the AMUCTA research agenda addresses the human person development objectives and priorities;
- vi. To strengthen institutional research by providing a modality for research coordination for all members of AMUCTA;
- vii. To ensure that the AMUCTA academic staff and students attain the desired research output to achieve the level of professionalism espoused by the university college's mission;
- viii. Set up research ethical principles that ensure the non-violation of human and intellectual property rights;
- ix. Ensure effective dissemination of research results through regular participation in research seminars, workshops and conferences.
- x. Develop and maintain AMUCTA repository of research findings in an accessible database.
- xi. Provide effective and efficient support for research procedures.
- xii. Ensure fair treatment of all researchers, staff and students.

- xiii. Ensure effective communication about the principles and policies on which the research activities of the university college are founded.
- xiv. Establish rational, transparent and collective decision-making processes around the allocation of funds and other kinds of support for research.
- xv. Clarify roles and functions within the university research systems.

1.6 Scope of the AMUCTA Research

This policy is intended for all the students, academic and non-academic staff who conduct research at, or on behalf of, the university college. The policy outlines the guiding principles regarding the management, support and development of research to all those involved in research and innovation at AMUCTA.

CHAPTER 2

THE RESEARCH POLICY AREAS

PART 1: RESEARCH POLICY

2.1 Introduction

To ensure that research activities carried out by researchers at AMUCTA make an impact nationally and internationally, the university college has established structures to facilitate the research processes at Master and PhD levels. The research conducted by the university community is facilitated by various policy positions as elaborated below.

2.2 Guiding Principles of Key Policy Areas

2.2.1 Creating an Enabling Environment

AMUCTA recognizes the central role research plays in its mandate as an institution of higher learning in Tanzania. To effectively play the key function of research, the university college commits itself to establishing, maintaining, and ensuring an enabling research environment that promotes creativity, originality, production and stimulating exchange of ideas within its community and with the outside world. To ensure that there is an enabling environment for carrying out research activities, AMUCTA takes into cognizance appropriate governance structures whose mandate is to support the development and maintenance of research structures consistent with the international standards. To drive this process, the AMUCTA has created the office of the Director of Postgraduate Research and Consultancy.

Policy Statement: AMUCTA shall commit itself to ensuring that there is an enabling research environment that promotes creativity, originality, production of quality research by her students and staff.

2.2.2 Research Governance Structure

The research governance structure at AMUCTA takes into account the existing university structures and how they interface with research activities. In particular, the Directorate of Postgraduate Studies, Research and Consultancy (PGSRC) shall be responsible for providing support to research and consultancy activities including managing the human resource and products of research and consultancy activities. Further, the research governance structure recognizes the supportive role provided by other units such as the office of the DPAF, the Quality Assurance Unit, the Faculty Boards, the academic and non-academic departments, AMUCTA Center for Inclusive Education, the Legal Office, the Public Relations Office, and the library among others.

Policy statement: *In the day-to-day management of the research activities, a Postgraduate Studies and Research Committee (PGSRC) shall be constituted to advise the DPAA on the following:*

- i. Review of appropriate research policies;
- ii. Research planning, coordination, administration, logistical support;
- iii. Protection of intellectual property, dissemination and publication of research output and commercialization of research output and consultancy services;
- iv. Strategic alliances with the government, industry, local and international research institutes;
- v. Research branding, setting research standards and benchmarking, research quality assurance/control, research risk assessment and capacity building;
- vi. Coordination of seminars, consultancies, workshops, conferences and symposia;
- vii. Management of the research contracts and consultancies;
- viii. Consultancy and community outreach services.

2.2.3 Academic Policies, Academic Freedom in Research

In its academic policies and regulations, AMUCTA emphasizes the need for staff to balance between teaching, research and consultancy activities. The university college recognizes the rights of staff and students in respect of academic freedom and research as articulated in the SAUT Academic Regulations and TCU guidelines. These rights are embedded in the AMUCTA's vision, mission and core values.

Policy Statement: *AMUCTA shall ensure that her policies recognize and promote the rights of students and staff with regard to academic freedom and research activities.*

2.2.4 Objectivity in Research

AMUCTA underscores the fact the fair and honest research reporting is the hallmark of academic endeavours. Accordingly, the AMUCTA students and staff involved in research are expected to maintain the highest degree of intellectual honesty and integrity in the design, conduct, data analysis, reporting of research findings and in acknowledging significant direct and indirect contributions made by colleagues, collaborators as well as published and unpublished sources. They are further required to be honest regarding reporting of any conflicts of interest that might exist in relation to the specific research they are carrying out or the university college.

Policy Statement: *AMUCTA shall consistently ensure that research ethics and integrity are adhered to.*

2.2.5 Research Approval Process

AMUCTA shall endeavour, in the spirit of continual improvement, to streamline the research approval process both for students, staff and research affiliates through the office of the DPAA,

Directorate of Postgraduate Studies, Research and Consultancy, and respective faculties and departments. Therefore, each faculty and department shall be involved in the research clearance at the respective level based on the set minimum standards by the university college research guidelines.

Policy Statement: AMUCTA shall endeavour to ensure that the research approval process for the students and staff is clearly streamlined and firmly executed through the institution's established research governance structures.

2.2.6 Ethical Practice

AMUCTA shall ensure that researchers working within the university college and/or who are associated with it shall work in accordance with established international ethical standards. AMUCTA shall review these ethical standards from time to time as dictated by advances in knowledge. The university college shall enforce established ethical standards through the DPAA's office in collaboration with the DPGSRC and respective faculties and departments/units. Research students and staff will be acquainted with the ethical standards periodically.

Policy Statement: AMUCTA shall put in place and enforce appropriate ethical standards that will govern the conduct of research by both the students and staff.

2.2.6.1 Research Involving Human Participants

The involvement of humans in research shall be governed by procedures consistent with established national and international standards espousing the principles of respect, beneficence and justice. These standards shall be enforced by the DPGSRC established for the purpose of reviewing proposals to ensure adherence to ethical standards.

Policy Statement: AMUCTA shall enforce regulations that will recognize, respect and protect the rights of human participants in research conducted by her students and staff. It shall ensure that research conducted under its name respects human dignity and enhances moral values.

2.2.6.2 Research Involving Non-Human Participants

Policy Statement: AMUCTA shall ensure that her students and staff involved in research do not cause potential harm to non-human participants involved directly or indirectly in the research conducted.

2.2.9 Undergraduate and Post-graduate Research

AMUCTA undertakes to train and create sufficient interest in research among its students both at the undergraduate and postgraduate levels. The university college, through the Directorate of Postgraduate Studies and Consultancy (DPGSC), faculties, academic departments/units shall create an enabling environment through appropriate support mechanisms including training, seminars, teaching and promotion of mentorship. AMUCTA shall create an enabling research

environment which supports our students to complete their studies within the stipulated period. Accordingly, office of the DPAA, through the DPGSRC, faculty deans and heads of departments, shall enforce research regulations regarding supervision of undergraduate and postgraduate students and ensure regular reporting of their progress.

Policy Statement: *AMUCTA shall ensure that both the undergraduate and postgraduate students conduct and produce research as stipulated in SAUT Academic Regulations (2018).*

2.2.10 Research Supervision and Research Risk Compliance

Policy Statement: *AMUCTA shall endeavour to ensure that the students and staff who carry out research under the name of the university adhere to research protocol, research ethics and guidelines provided by the university college. Further, it shall identify and mitigate potential research compliance risks.*

2.2.11 Research Quality and Research Assessment

To ensure the requisite research standards, AMUCTA shall establish mechanisms through which research activities are conducted and assessed to ensure that they attain internationally accepted and established standards. AMUCTA shall attain this goal by involving the PGSRC that will monitor all research activities at the university college.

Policy Statement: *AMUCTA shall put in place strategies and regulations that will enable its students and staff to produce quality research.*

2.2.12 Intellectual Property Rights

To protect research output by its researchers, AMUCTA shall ensure that research output and innovations are patented so as to protect the rights of the university college as well as researchers in line with the AMUCTA Intellectual Property Policy. Therefore, students and staff carrying out research under the name of the university college shall be required to familiarize themselves with the provisions of the AMUCTA Intellectual Property Policy.

Policy Statement: *AMUCTA shall institute appropriate mechanisms to protect intellectual property rights her students' research output.*

2.2.13 Plagiarism

AMUCTA shall nurture academic integrity among its staff and students. Specifically, the university college takes seriously academic dishonesty and shall take serious action as espoused in the AMUCTA Examination Regulations and SAUT Academic Regulations (2018). The university college shall have zero tolerance towards plagiarism and shall put in place appropriate deterrent measures to ensure academic honesty and integrity.

Policy Statement: *AMUCTA shall have zero tolerance towards plagiarism. Disciplinary measures shall be taken against staff and students when plagiarism is proven beyond reasonable doubt.*

2.2.14 Research Utilization

AMUCTA shall establish effective processes to ensure that research conducted by its students and staff is made available to researchers, industry, policy makers, targeted users and the general public through publications, workshops, outreach and consultancy services.

Policy Statement: *AMUCTA shall disseminate research results by her students and staff through relevant channels.*

CHAPTER 3

RESEARCH OPERATIONAL PROCEDURES

3.1 Undergraduate Research Procedures

3.1.1 Introduction

Undergraduate research is carried out by the students in all the departments and faculties at AMUCTA. However, there may be some variations from one department to another based on the expected final report/project and mode of assessment as well as specific needs related to different fields of specializations. The process of conducting undergraduate research shall be carried out starting from the second semester of the second year of their studies in all programmes.

This guideline shall be used by all undergraduate students enrolled at AMUCTA in guiding the process of preparations, conducting, writing and defending the research proposals and research reports. The guideline sets the minimum requirements for preparations, proposal and report writing as well as assessment/examination of the same.

Therefore, the general objective of this guideline is to have an institutional common approach for the whole process of conducting research for undergraduate students.

3.1.2 General Procedures

The procedures outlined below pertain to all undergraduate programs at AMUCTA. The procedures indicate the stages involved in the research/project process as well as their requirements.

3.1.2.1 Choosing a Research Topic

- a) Students shall first and foremost submit their working topics to the research committee.
- b) The Departmental Research Committee shall review and approve the research topics.
- c) Research Committee can help students revise their research topics accordingly.
- d) A student is not allowed to change their research topic without the permission of the research committee and approval of the supervisor.

3.1.2.3 Allocation of Supervisors

- a) The student will only be allowed to write research proposal and report under the guidance of a supervisor who will be allocated by the Director of Postgraduate Studies, Research and Consultancy (DPGSC) upon recommendations by the heads of respective departments.
- b) Each student shall be allocated one supervisor only. However, a student can request for a change a supervisor only upon consultation with the head of respective department and the DPGSC after consideration of compelling reasons.

3.1.2.4 Writing of Research Proposal

Only after a topic has been approved by the supervisor shall the student be allowed to write research proposal. Development of research proposal is a task of the student under the guidance of his/her supervisor.

3.1.2.5 Clearance for Data Collection

- a) Subject to the approval of the supervisor, a student shall be required to apply get clearance for data collection from the office of the DPAA at the supervisor's recommendation.
- b) The student is then issued with a data collection letter to introduce the student to the relevant authorities within and outside the university college to grant the student permission to collect data for the research.

3.1.2.6 Writing of the Research Report

After a student has collected and analyzed data, they are supposed to prepare a research report. The process is overseen by the allocated supervisor.

3.1.2.7 Tracking of Supervisees' Research Progress

- a) Each supervisor should have a tracking form with all the names of the supervisees and their contacts.
- b) Each supervisee should sign against his/her name after every meeting with the supervisor. The student should also indicate the section of research he/she is working on at that time.
- c) In the course of the supervision, a student who does not show up for 2 weeks consecutively without notification of his/her absence should be reported to the DPGSC.

3.1.2.8 Defense of Research Report

- a) The DPGSC in shall prepare and publish a research defense timetable indicating names of students, dates, time, venues and panels for the defenses (one week before the exact day of defense).
- b) The research defense panel should be composed of at least 3 examiners appointed by the PGSRC in consultation with the Faculty Deans and the DPGSC.
- c) A student shall make a presentation for 15 minutes followed by 15 minutes of questions and answers.
- d) The panelists shall assess the student using a research defence form issued by the DPGSC, award the student marks and recommend corrections required.
- e) Each lecturer in the panel should award the student whereby the average is computed and filled in the evaluation form.

3.1.2.9 Final Submission of Research Report

- Once the student has done the corrections recommended by the defense panelists, the student shall submit the final draft to the supervisor for confirmation of implementation corrections suggested by the defense team.
- Research report submitted for examination should be spiral bound and light blue in color.
- The student should submit one soft copy in a word file and another in PDF to the Department. The PGSRC shall compile all the researches in soft copies for uploading in the university research database.

3.1.2.10 Evaluation of Research Report

- a) Research report submitted for examination should be spiral bound and light blue in color.
- b) The final scores of the research document should result from the supervisors scores (50%) and panel scores (50%).
- c) The supervisor should award a score to the research report before its defence by the student.
- d) The marks from both the supervisor and defense must be included in the final grading of the research report.

3.1.2.11 Outline of Research Proposals

The undergraduate research proposal shall be organized as follows:

Chapter One: General Introduction

- 1.1 Introduction
- 1.2 Background to the Study
- 1.3 Statement of the Problem
- 1.4 Purpose of the Study
- 1.5 Research Questions/Hypothesis
- 1.6 Significance of the Study
- 1.7 Theoretical Framework/Conceptual Framework
- 1.8 Definition of key terms

Chapter Two: Literature Review

- 2.1 Introduction
- 2.2 Theoretical Literature Review
- 2.3 Empirical Literature Review
- 2.4 Research Gap

Chapter Three: Research Methodology

- 3.1 Introduction
- 3.2 Research Approach

- 3.3 Research Design
- 3.4 Area of Study
- 3.5 Target Population
- 3.6 Sample Size and Sampling Procedures
- 3.7 Data Collection Instruments/Tools
- 3.6 Data Analysis
- 3.7 Reliability & Validity
- 3.8 Ethical Considerations

References

Appendices

3.1.2.12 Major Parts of Undergraduate Research Report

The research report shall be organized as follows:

Chapter One: General Introduction

- 1.1 Introduction
- 1.2 Background to the Study
- 1.3 Statement of the Problem
- 1.4 Purpose of the Study
- 1.5 Research Questions/Hypothesis
- 1.6 Significance of the Study
- 1.7 Theoretical Framework/Conceptual Framework
- 1.8 Definition of key terms

Chapter Two: Literature Review

- 2.1 Introduction
- 2.3 Empirical Literature Review
- 2.4 Research Gap

Chapter Three: Research Methodology

- 3.1 Introduction
- 3.2 Research Approach
- 3.3 Research Design
- 3.4 Area of Study
- 3.5 Target Population
- 3.6 Sample Size and Sampling Procedures
- 3.7 Data Collection Instruments/Tools
- 3.8 Data Analysis
- 3.9 Reliability & Validity

3.10 Ethical Considerations

Chapter Four: Findings and Discussion

4.1 Introduction

4.2 Data Presentation and Interpretation

Chapter Five: Discussion, Conclusion and Recommendations

5.1 Introduction

5.2 Conclusion

5.3 Recommendations

References

Appendices

3.13 Typing

3.14 Text Format

3.2 Postgraduate Research Procedures

3.2.1 Introduction

The Postgraduate Research Guidelines shall be applicable to all postgraduate students at the master's and doctoral levels, the research supervisors and the staff involved in supporting postgraduate research degrees at AMUCTA. They explain and describe the postgraduate research processes involved that include procedures for proposal development, supervision, dissertation/thesis writing and examination among others. Further, these guidelines describe how the procedures should be implemented and the processes that should be followed by all the postgraduate students and the staff. The main purpose of the guidelines is to ensure that postgraduate research is handled consistently and harmoniously across all departments and faculties.

3.2.2 Research Concept Note

This is the first step in the postgraduate research procedure which requires that a student develops a research concept note before embarking on development of the research proposal. Steps regarding the submission of a completed research concept note shall include the following:

- i. Submission of a research concept note to the head of department.
- ii. The Departmental Research Committee reviews the concept note and submits it to the DPGSRC for approval.
- iii. The head of department shall organise a seminar where the students shall present their concept notes for comments and recommendations.
- iv. Allocation the supervisor(s) who will guide the student in developing a full proposal based

on the area of focus of the title of the study.

3.2.3 Development of Research Proposal

- i. Development of research proposal is a task of the student under the guidance of a supervisor(s).
- ii. Presentation of the completed proposal at the departmental level for recommendations. At this stage, all the members of the respective departments are involved to ensure validity and relevance of the research proposal to the disciplines under which it is conducted.
- iii. The student does the corrections recommended by the departmental seminar presentations.
- iv. Submission of the corrected proposal to the Director of PGSRC for review and recommendation for proposal defence at the respective faculty level.

3.2.4 Proposal Defence

- i. The panel for proposal defence shall be constituted by the Director of PGSRC in consultation with the respective faculty deans and heads of departments.
- ii. The proposal defence panel should comprise a Chairperson who shall be external to the department, three examiners, the head of the respective department, the dean of the respective faculty and a representative from the Postgraduate Research Committee.
- iii. The Director of PGSRC shall prepare and publish a proposal defence timetable.
- iv. Students shall prepare PowerPoint presentation for 15 minutes to be followed by 45 minutes of questions and answers.
- v. The supervisor(s) shall neither ask questions nor make comments on the student's presentation unless the chairperson requests them to clarify something for proper decision making in the panel.
- vi. Examiners shall assess the proposal defence using a proposal examination form.
- vii. The proposal defence shall be public but attendees shall only be observers.
- viii. After the defence of the proposal, a report shall be submitted to the Director of PGSRC for implementation of the recommendations with a copy to the respective dean of faculty and head of department.
- ix. The Director of PGSRC shall submit the defence examination report to the supervisors for them to discuss and guide the students to work on the corrections.
- x. After the corrections have been done, the student should submit the final draft of the proposal which is duly signed by the supervisor(s) to the Director of PGSRC for verification and recommendation to the DPAA for clearance of the student to collect data.

3.2.5 Clearance for Data Collection and Thesis/Dissertation Writing

- i. Once the proposal is accepted, the student shall apply for clearance for data collection from the DPAA through the Director of PGSRC.
- ii. The DPAA issues the student clearance to collect data and write their dissertation.
- iii. During the report writing, the student and lead supervisor(s) shall be required to sign the research supervision tracking form.
- iv. The student shall submit a progress report to the Director of PGSRC per semester in each academic year for accountability purposes.
- v. A master degree student shall produce one paper based on their research results from a peer-reviewed journal recognised by AMUCTA.
- vi. A PhD degree student shall have two papers published or one published paper and one accepted paper manuscript based on their research results in a peer-reviewed journal recognised by AMUCTA.

3.2.6 Submission of Research Dissertation/Thesis for Examination

- i. After approval of the dissertation/thesis by the supervisor(s), the student shall notify the Director of PGSRC, through the respective head of department and faculty dean, of the intent to submit the same, at least one month before the submission date.
- ii. The Director of PGSRC shall ensure the thesis/dissertation has been subjected to the plagiarism check using Turnitin (similarity index should not exceed 20%).
- iii. The Directorate of PGSRC should submit a list of proposed names of internal and external examiners and a certificate of plagiarism check to the DPAA.
- iv. The Director of PGSRC, in consultation with the respective HoDs and faculty deans, prepare a list of proposed names of internal and external examiners.
- v. The proposed names of internal and external examiners shall be submitted to the DPAA for submission to the Academic Committee for endorsement and the Senate for approval.
- vi. The Director of PGSRC shall submit the dissertation/thesis to the appointed examiners.
- vii. The student shall have their dissertation/thesis proofread and edited by a professional language practitioner recognised by the Directorate of PGSRC. Evidence of such proofreading and/or editing service should be submitted too.

3.2.7 Viva Voce (Defense)

- i. Each candidate shall appear for a viva voce examination upon completion and approval of their dissertation/thesis.
- ii. The Director of PGSRC shall prepare and communicate the timetable of the defence event to the candidates, their supervisors and relevant university authorities.

- iii. Once the defence timetable is out, the Directorate of Postgraduate Studies, Research and Consultancy shall invite members of the panel to the defence session indicating the venue, the date and the time.
- iv. The panel shall include the following:
 - Chairperson who is appointed by the DPAA in consultation with the Director of PGSRC;
 - External Examiner(s) who examined the thesis/dissertation;
 - Internal Examiner(s) who examined the thesis/dissertation;
 - The Head of Department where the candidate is registered;
 - The lead research supervisor without voting power;
 - A Secretary to the panel without voting power who shall be appointed by the Head of the Department where the candidate is registered.
- v. The Directorate of Postgraduate Studies, Research and Consultancy shall avail to the panel members the examiners' reports and dissertation/thesis at least a week before the defence.
- vi. The duration of the viva voce examination for Master's degree student shall be arranged in the following order:
 - Maximum of 25 minutes of an oral presentation;
 - Maximum of 45 minutes of questions and answers; and
 - Maximum of 30 minutes of deliberations.
- vii. The duration of the viva voce examination for a PhD degree student shall be arranged in the following order:
 - Maximum of 30 minutes of an oral presentation;
 - Maximum of 90 minutes of questions and answers; and
 - Maximum of 30 minutes of deliberations.
- viii. After the defence, the panel members shall consider the performance of the student and award him/her a grade by consensus. Failure to get consensus, the Chairman shall have a casting vote.
- ix. The Directorate for Postgraduate Studies, Research and Consultancy shall communicate the recommendations of the panel to the respective faculty and department for review and noting.
- x. The respective faculty shall communicate the *viva voce* panelists' recommendations to the student and supervisors for corrections.

3.2.8 Final Submission of Dissertation/Thesis

- i. After satisfactory corrections approved by the supervisor(s), the student shall submit the

- corrected dissertation/thesis which is duly signed by the student and the supervisor(s) to the Directorate of Postgraduate Studies, Research and Consultancy.
- ii. The student should submit the dissertation together with the following accompaniments to the Directorate of Postgraduate Studies, Research and Consultancy:
 - Signed Certificate of corrections
 - Signed final copy of the dissertation/thesis (soft copy in PDF and 3 bound copies)
 - Copy of fees statement
 - iii. Submission of all the requirements qualifies the student for graduation.

3.2.9 Formatting of Proposal and Dissertation/Thesis

3.2.9.1 Margin, Line Spacing and Paragraphing

a) Formatting

The student shall follow the guidelines below for proposal, dissertations/theses:

Margin: Left margin - 3.5 cm, right margin - 2.5 cm, top margin - 2.5 cm, bottom margin - 2.5 cm.

1.5 space

Block paragraphing without indenting

b) Pagination

All preliminary pages shall be numbered consecutively in Roman numbers lower case (e.g. i, ii, iii etc.).

The main content pages (from chapter One to Appendixes) shall be numbered consecutively using Arabic numbers (e.g. 1, 2, 3...)

All page number shall appear in the centre of the lower margin of the page.

c) Typing guidelines

Typing shall be in 12-point font (Times New Roman) on a A4 size paper, and on one side of the paper.

d) Heading

Chapter titles and other major headings shall be centred in bold face.

Headings should Not Exceed the 4th level

- e) Visuals-tables, figures, charts

Tables and figures shall be numbered according to chapters (e.g. Table 4.2 in chapter 4, Figure 3.2 in chapter 3) and shall be referred to accordingly in the text.

The student shall show the source of the table, figure or chart at the bottom left hand side

- f) Language use

Students shall use formal and gender-neutral language in writing their dissertations/theses.

Except for postgraduate degree in Kiswahili or any other non-English language, all dissertations/theses shall be written in English and shall use British English.

- g) Length of proposal, dissertation/thesis

The proposal for master or PhD degree shall be not exceeded 25 pages in length, typed in 12- point font and 1.5 spaced, excluding preliminary pages, and appendices.

3.2.9.2 Formatting Dissertations/Theses

The length of the dissertation/thesis should be within the following ranges, excluding preliminary pages, references and appendices:

- i. Postgraduate research project: 50 - 55 pages excluding preliminary pages, references and appendices.
- ii. Master's dissertation: 80 - 110 pages excluding preliminary pages, references and appendices.
- iii. Ph.D. Dissertation 150 -250 pages/Thesis: 300 - 400 pages, typed in 12-point font 1.5 spaced, excluding preliminary pages, and appendices.

a) Dissertations/theses shall be arranged in the following sequence:

- i. Cover page (see Appendix 1)
- ii. Title page (see Appendix 2)
- iii. Certification (see Appendix 5a & 5b)
- iv. Declaration (see Appendix 3a & 3b)
- v. Copyright (see Appendix 4)
- vi. Dedication (optional)
- vii. Acknowledgement
- viii. Abstract
- ix. Table of contents
- x. List of tables

- xi. List of figures
- xii. Main body which shall be divided into chapters and sections.
- xiii. List of references
- xiv. Appendices

Each of the sections indicated above is explained as follows:

- i. Cover Page

The students shall adhere to the cover page format (see Appendix 1).

- ii. Title Page

The students shall adhere to the title page requirement (see Appendix 2).

- iii. Certification

Supervisor(s) shall certify that they have read the dissertation/thesis to their satisfaction and therefore recommend the same for acceptance for the university (see Appendix 5a and 5b).

- iv. Declaration and Copyright

Students must include a signed declaration in their dissertation/thesis stating that the same is their original work (see Appendix 3a & 3b). The students shall include the statement of the copyright in their dissertations/theses (see Appendix 4).

- v. Dedication

The section of dedication is optional.

- vi. Acknowledgement

Under this section, the researcher recognizes the people who might have contributed to the success of their research. These may include their supervisor, mentors, research participants, colleagues, family members and institutions. Students shall clearly specify in a brief manner the contribution they made to the success of the research.

- vii. Abstract

An abstract is a brief but comprehensive summary of the content of a whole dissertation/thesis. It is limited to not more than 300 words. An abstract shall be written in a single paragraph, double space. The abstract shall highlight the following: the purpose of the study, methodological points, major findings and the main conclusions obtaining in the dissertation/thesis.

viii. Table of Contents

The students shall include a table of contents generated automatically from their dissertation/thesis.

ix. List of Tables

The students shall include a list of tables generated automatically from their dissertation/thesis.

x. List of Figures

The students shall include a list of figures generated automatically from their dissertation/thesis.

xi. List of Abbreviations

The abbreviations/acronyms shall be arranged alphabetically. The abbreviations/acronyms shall be capitalized and separated from the text by indentation. The corresponding explanatory text should be in title case and aligned to the left.

xii. The Main Text

The main text should include the introduction, literature review, details of the methods used in the research, presentation of data and discussion, summary and conclusions (see Appendix 6).

xiii. List of References

All sources cited in the text should be included in the list of references. References shall be arranged in alphabetically at the end of the thesis/dissertations, beginning with surname of the author followed by initials. Faculties/schools/departments may differ in the specific referencing styles and candidates are advised to consult their respective Faculties/schools/departments for appropriate referencing styles in their units. The APA, 7th Edition system of referencing shall be used.

xiv. Appendices

The appendices section shall contain samples of the different research tools or instruments such as interview questions, or written questionnaires. It may also contain such elements as research permits, proposed budget and work plan. Where applicable, appendices must be referred to in the text.

CHAPTER 4

SUPERVISION OF STUDENTS

4.1 Introduction

The purpose of this chapter is to provide a clear and concise outline on the roles each party has to play in the supervision of students' research at AMUCTA. When postgraduate candidates are ready to do research, the Directorate of Postgraduate Studies, Research and Consultancy (DPSRC) in collaboration with the heads of departments are required to recommend a supervisor for each student.

4.2 Appointment of Supervisors

Respective departments shall recommend possible supervisors to the Directorate of Postgraduate Studies, Research and Consultancy (DPSRC). The appointed supervisors should be endorsed by the DPAA and approved by the academic committee.

Each postgraduate student shall be assigned a single supervisor. In case there is a need for additional supervisor may be appointed, especially where the student's research topic is multi-disciplinary and hence requires supervision from more than one academic discipline. In such instances, one of the supervisors will normally be designated as the main supervisor and the other one as the co-supervisor.

In case a student is not satisfied with the supervisor allocated one, they may contest in writing to the DPSRC if there is a good reason for not accepting the allocated supervisor.

4.3 Roles and Responsibilities of Supervisors

- a) Successful completion of a Master or PhD research and dissertation/thesis requires a conducive learning environment including a close and cordial working relationship between the student and their supervisor(s).
- b) The supervisor is the agent of the university responsible for ensuring that the student's work attains a satisfactory standard and therefore, they have the duty to acquaint themselves with all the university's regulations and guidelines governing students' supervision.
- c) The supervisor should be a full-time member of the respective department, who is well acquainted with all AMUCTA postgraduate regulations.
- d) The supervisor for a Master student must be a PhD holder.
- e) The supervisor for a PhD student must be a PhD holder with additional research experience, preferably of the rank of Senior Lecturer or above.
- f) The supervisor should supervise postgraduate students only in his/her area of specialization. This would help to ensure acceptable standards of attainment.

- g) Accordingly, the supervisor should perform the following responsibilities:
- i. Assisting the candidate to formulate an appropriate research proposal.
 - ii. Focusing ahead, and seeing the potential and limitations of the research problem, before the candidate goes too far with the research work.
 - iii. Monitoring the candidate's progress throughout the research period through regular consultations with the candidate.
 - iv. Ensuring that the candidate has given an appropriate title to their thesis/dissertation at the end of the thesis/dissertation research, and when presenting a notice to submit the dissertation/thesis for examination.
 - v. Guiding the candidate in their dissertation/thesis writing to ensure the candidate submits a dissertation/thesis of an acceptable standard for the degree it is intended for.
 - vi. Advising and guiding, but not to write the dissertation/thesis for the candidate, such that the work becomes a reflection of the supervisor. Candidates are fully responsible for the work and its fate.
 - vii. Propose a temporary supervisor to the DPGSRC in case of his/her unavailability for a period of two consecutive months or more.
 - viii. Ensure the student's work is free from plagiarism. Students and supervisors are encouraged to use anti-plagiarism software to check their work.
 - ix. Ensure that staff-student relations remain professional and should there arise complaints of any form of corrupt deals, harassment including sexual, ethnic discrimination, bullying or any other, the supervision shall be terminated.
 - x. Help in the revision of the thesis/dissertation as recommended by the examiners committee and viva voce panel and finally certify the error free version for submission.

4.4 Roles, Responsibilities and Conduct of Students

Success of the Master or PhD work largely depends on the commitment and conduct of the student. Therefore, a student pursuing a postgraduate degree at AMUCTA shall endeavour to:

- i. Read thoroughly and to be conversant with all the academic and research guidelines governing Master and PhD degree studies and to abide to them;
- ii. Consult and agree with the supervisor on the research topic and prepare a research proposal as stipulated in the relevant regulations and guidelines;
- iii. Prepare and present to graduate seminars as stipulated in the regulations, and other presentations as shall be recommended;
- iv. Prepare work plans and/or schedules and undertake field work and data analysis within the prescribed period for the study programme;
- v. Write and submit progress reports on time as stipulated in the regulations and guidelines and as the supervisors may determine;

- vi. Make regular consultations with the supervisor(s) and inform them of any administrative or academic difficulties experienced in the course of the study;
- vii. Participate in academic and/or research-related activities or programmes as the supervisor may recommend including attending seminars, symposia, workshops and conferences within and outside AMUCTA;
- viii. Complete the research work and write a thesis/dissertation of an acceptable standard in terms of adequacy, scholarly presentation and quality within the prescribed period for the study programme;
- ix. Attend to amendments or revisions of the progress report, dissertation/thesis and publications as directed by the supervisor, graduate seminar assessors and examiners for the dissertation/thesis;
- x. Ensure that no publication or other research outputs are made outside the department without approval by the supervisor;
- xi. Produce intermediary and final electronic and hard copies of the dissertation/thesis and publications as stipulated in the relevant regulations and guidelines;
- xii. Adhere to academic, research and publication ethics, and maintain academic integrity throughout the study period;
- xiii. Acknowledge properly any assistance received from persons and institutions within and outside AMUCTA, during one's studentship at AMUCTA;
- xiv. Ensure that the written dissertation/thesis is proofread and edited.
- xv. To produce high quality journal article(s) as prescribed by AMUCTA and TCU research guidelines.

4.5 Procedures for Handling Supervisor-Student Conflicts

AMUCTA shall strive to promote, and expect that the working relationship between the supervisor and student is always cordial. However, should there be misunderstanding because of various reasons between the supervisor and student, the following procedure should be followed in mitigating the situation:

- i. The supervisor and/or the student should, independently and promptly, report the problem, in writing to the Director of Postgraduate Studies, Research and Consultancy.
- ii. The DPGSRC shall study the nature of the problem and make an effort to resolve the conflict. Decisions should be communicated in writing and notified to all parties involved.
- iii. However, if the DPGSRC fails to resolve the problem, he/she may refer the case to the faculty dean for appropriate action.
- iv. Failure to resolve the matter at the D-PGSRC and faculty levels will result in treating the problem as a disciplinary case which will need to be forwarded to the Academic Committee through the office of the DPAA.

CHAPTER 5

STRATEGIES TO ENHANCE RESEARCH CAPACITY

5.1 Introduction

In order for the AMUCTA to realize its goals as laid out in this research policy, it is important that strategies be developed to facilitate research. Accordingly, the University College will identify a number of areas as being key to enhancing the research capacity at the institution.

5.2 Key Areas

5.2.1 University Research Fund

Key elements of any institutional strategy to foster research development and safe applications of research findings is to ensure steady flow of resources for research facilitation. It is. Therefore, important that a strategy to enhance the research fund to support research on a competitive basis through provision of short- and long-term fellowships and competitive grants for research.

5.2.2 Human Resource and Capacity Building

This policy advocates for provision of opportunities to increase the research capacity of faculties and departments as well as individuals to conduct research in relevant fields and to develop and deliver new concepts and technologies. This should be provided through opportunities for postgraduate training, short-term post-doctoral training programs and continuous staff development. Major avenues of consideration will include:

- Proactive approach to seek and expand fellowship/donor support for postgraduate training;
- Adoption of modern and interactive technologies for information access and delivery;
- Enabling compilation of information database on postgraduate training programs and output at the University;
- Coordination and organization of postgraduate and academic research exhibitors, conferences, workshops and seminars; and
- Short-term staff training and exchange programmes, which will include providing staff with opportunities for linkages to institutions with strong research portfolio/tradition.

5.2.3 Research Systems and Value Addition

In order to achieve the policy strategic objectives, AMUCTA shall identify and

prioritize strategic institutional innovation systems that provide extension and outreach services. Therefore, AMUCTA will facilitate, host and conduct relevant research activities whose priority will be on improving the productivity and sustainability of Tanzania's development, through provision of improved research output/product with high impact on socio-economic development.

5.2.4 Labour Market – Academic Research Interphase

The university-private-public sector cooperation or partnerships in research and development has recently become a prominent form of organizing and managing of innovations mainly in higher institutions of learning. Therefore, collaboration and partnership of the institution's research units with public and private sector will be encouraged.

5.2.5 Development of Appropriate Research Management Structures

In order to enhance research activities at the university college, AMUCTA shall:

- Provide support for research policy formulation, review and strategic planning;
- Provide support service for the administration of internal research systems, enhance monitoring research progress and evaluation of results;
- Act as a focal point for internal and external research information dissemination and external liaison;
- Develop and maintain a central database and institutional repository for research activities;

5.2.6 Research Communication

Communication plays a key role in dissemination of research findings. Thus, AMUCTA shall:

- Establish a well-structured and objective information delivery system and network to enhance research activity and information sharing;
- Coordinate and organize college-based research seminars and conferences and make outcome publications available online and on print on annual or semi-annual basis;
- Facilitate, host and coordinate thematic regional and international conferences at reasonable intervals;
- Provide opportunity for postgraduate students to share research findings through conferences, workshops and seminars;
- Encourage faculties and departments to initiate and manage e-journals hosted by the AMUCTA;
- Facilitate the establishment of strong research groups in various thematic areas.

5.2.7 Sensitization on the Research Process

AMUCTA shall endeavour to sensitize students and staff on the research process

on a regular basis by providing updates on new requirements by the national and international community as well as the Tanzania's and regional regulatory bodies such as TCU and Inter-University Council of East Africa (IUCEA).

5.2.8 Commercialization of Products

AMUCTA shall develop a clear strategy to link research activities to commercialization of research output and products. This would improve the image of the university college locally and internationally.

5.2.9 ICT Infrastructure

AMUCTA shall embark on expansion and growth in the area of ICT resources and infrastructure. The use of ICT has permeated all areas of the university college. The institution's investment in ICT infrastructure and training of students and staff on ICT literacy skills will continue improving the adoption of ICT in teaching and research. Thus, the university college's ICT strategy shall include:

- i. Online dissemination of University research outputs through use of e-journals;
- ii. Access to e-books;
- iii. Providing access to research information;
- iv. Building database and programs for on-going research management;
- v. Creation of institutional repositories to disseminate research output;
- vi. Adoption of anti-plagiarism policy and software to address plagiarism concerns.

5.3 Application and Review

The organs of AMUCTA that will implement the research policy are the department, the faculty, the PGSRC, and the office of the DPAA through the Academic Committee. In this regard, university college shall:

- i. Enforce adoption of the AMUCTA Research Policy by all the students and members of staff (including affiliates) and students involved in AMUCTA research within and/or outside the AMUCTA; and,
- ii. Review this policy after every five years.

APPENDICES

Appendix 1: Cover Page

THE INFLUENCE OF SOCIAL MEDIA ON UNIVERSITY STUDENTS' BEHAVIOR

MASTER OF EDUCATIONAL MANAGEMENT AND PLANNING

JULIUS MASSAWE MUNYES

NOVEMBER 2025

Note: The wording on the **spine** should consist of the student's initials, surname and year (e.g. J. M. MUNYES 2025) running from top to bottom. Use upper case on this page.

Appendix 2: Title Page

ARCHBISHOP MIHAYO UNIVERSITY COLLEGE OF TABORA¹

FACULTY OF EDUCATION AND SOCIAL SCIENCES²

The Influence of Social Media on University Students' Behavior³

By⁴

Julius Massawe Munyes³

A Dissertation/Thesis Submitted to the Faculty of Education and Social Sciences in
Partial Fulfilment of the Requirements for the Award of the Degree of Master of
Educational Management and Planning of St Augustine University of Tanzania

November 2025

Note:

- ¹Use 16 font size, upper case, bold and centred
- ²Use 14 font size, upper case, bold and centred
- ³Use 12 font size, title case (capitalize all major words e.g. nouns, adjectives, verbs and adverbs), bold and centred
- ⁴The rest on this page to use 12 font size, title case (capitalize all major words), not bold but centred

Appendix 3a: Student's Declaration for Examination

I,, declare that this proposal/dissertation/thesis is my own original work and that it has never been previously presented and will not be presented to any other university for examination.

Signature:

Date:

Note:

- *The student to write the full name beginning with the first name and bold the same*
- *This line should be centred*

Appendix 3b: Student's Declaration for Final Submission

I,, declare that this proposal/dissertation/thesis is my own original work and that it has never been previously presented and will not be presented to any other university for a similar or any other degree award or other qualifications except for proper referencing made in the text.

Signature:

Date:

Note: *The student to write the full name beginning with the first name and bold the same.*

Appendix 4: Copyright

This dissertation/thesis is a copyright material and should not be reproduced by any means whatsoever, in full or in part, without the written permission of the Director of Postgraduate Studies, Research and Consultancy on behalf of both the author and Archbishop Mihayo University College of Tabora.

Appendix 5a: Certification for Examination

This proposal/dissertation/thesis has been submitted for examination with my/our approval as university supervisor(s).

.....¹³

Prof. Ndimbo Munene
(Supervisor)

Date:

.....

Dr. Justus Mwakorongo
(Supervisor)

Date:

Appendix 5b: Certification for Final Submission

The undersigned certify that they have read and hereby recommends for acceptance by Archbishop Mihayo University College of Tabora, a dissertation/thesis titled: “The Influence of Social Media on University Students’ Behavior” in partial fulfilment of the requirements for the award of the degree of Master of Educational Management and Planning of St Augustine University of Tanzania.

Prof. Ndimbo Munene
(Supervisor)

Date:

Dr. Justus Mwakorongo
(Supervisor)

Date:

Appendix 6: Important Sections in the Text

Preliminary Pages

- Cover Page
- Title Page
- Declaration and Copyright
- Certification
- Dedication
- Acknowledgement
- Abstract
- Table of Contents
- List of Tables
- List of Figures Etc.

CHAPTER ONE

- Introduction
- Background to the Study
- Statement of the Problem
- Research Objectives
- Research Questions
- Significance of the Study
- Scope of the Study
- Theoretical Framework (if applicable)
- Conceptual Framework (if applicable)
- Definition of Key Terms (define only operationalized terms)

CHAPTER TWO - LITERATURE REVIEW

- Theoretical Review
- Empirical Review
- Research Gap

CHAPTER THREE - RESEARCH DESIGN AND METHODOLOGY

- Research Approach
- Research Design
- Target Population
- Sampling Procedures
- Sample Size
- Research Instruments

- Validity and Reliability (if applicable)
- Piloting of the Instruments (if applicable)
- Data collection Procedures
- Data Analysis Procedures
- Ethical Considerations

CHAPTER FOUR: FINDINGS AND DISCUSSION

Chapter four of a dissertation/thesis is normally a more technical chapter because it deals with description, compilation, analysis, interpretation and discussion of the findings. The chapter normally begins with a brief introduction. Where applicable, in presenting the findings, the candidate should recast the objectives/research questions or hypothesis as presented in chapter one.

CHAPTER FIVE: CONCLUSION AND RECOMMENDATIONS

- Conclusion
- Recommendations

References

(Unless otherwise directed, use APA style)

Appendices

- Research instruments
- Clearance letters
- Map of the study area (if any)

Appendix 7: Summary Statement of Intended Research Topic (To be filled in triplicate)

1. Name of student:
2. Qualifications:
3. Department:
4. Faculty
5. Topic:
.....
.....
.....
6. Brief statement of the research problem:
.....
.....
.....
7. What are you expecting to achieve?
.....
.....
8. What research questions are to be answered?
.....
.....
9. What research methods are you planning to use?
.....
.....
10. References:
.....
.....

Signature of the student Date.....

For Department's
use Proposed
supervisor(s):

1. Department:
2. Department:

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

For Faculty use:

Assigned supervisor(s):

1. Department.....
2. Department.....

Signature of the Dean Date:

For Director of Postgraduate Studies, Research and Consultancy use:

Approved supervisor(s):

1. Department.....
2. Department.....

Signature to Director of PSRC Date:

Appendix 8: Correction Chart

ARCHBISHOP MIHAYO UNIVERSITY COLLEGE OF TABORA

(A Constituent College of St Augustine University of Tanzania)



P. O. BOX 801

Website: www.amucta.ac.tz

TABORA - TANZANIA

E-mail: amucta@amucta.ac.tz

Tell: +255 734 966 674



DIRECTORATE OF POSTGRADUATE STUDIED, RESEARCH AND CONSULTANCY

CORRECTION CHART

Student's Name **Reg. No:**
 **Supervisor's Name**
 **Programme**
 (e.g. MEMP, MAL, MAH, LL.M)

Research Title

SN	Correction/comment suggested	Implementation of the suggested corrections/comments

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

Student's Signature **Date**

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

Supervisor's signature **Date**

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

Signature **Date**

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

Signature **Date**

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

Director's Signature **Date**

Appendix 9: Research Supervision Tracking Form

ARCHBISHOP MIHAYO UNIVERSITY COLLEGE OF TABORA
(A Constituent College of St Augustine University of Tanzania)



P. O. BOX 801
 Website: www.amucta.ac.tz

TABORA - TANZANIA
 E-mail: amucta@amucta.ac.tz

Tell: +255 734 966 674



DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH, AND CONSULTANCY
RESEARCH SUPERVISION TRACKING FORM

Student's Name Reg. No:
 Programme (e.g. MEMP, PhD - Education)

Department:
 Faculty:

Name of Supervisor:

Submissi on Date	Meeti ng Date	Stage of work discussed (e.g. title, etc.)	Summary of issues discussed	Student 's Signatu re	Superviso r's Signatur e

Director of PGSRC Date

Note:

- Students should keep a tracking tool for each supervisor
- Supervisor and student should meet at least once every month and the two should fill in and sign the form

- The student should submit photocopies of the signed forms to the Postgraduate Directorate, Dean of Faculty and Head of Department.
- This tool will serve as evidence for postgraduate students' supervision

Appendix 10: Student Progress Report

ARCHBISHOP MIHAYO UNIVERSITY COLLEGE OF TABORA
(A Constituent College of St Augustine University of Tanzania)



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DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH, AND CONSULTANCY

(To be filled biannually)

PERIOD COVERED: From.....
 to.....

PART A: TO BE FILLED BY CANDIDATE

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

Courses taken	Semester I	Semester II	Final examination grade

PART B: TO BE FILLED BY THE SUPERVISOR (During research phase)

9. Name of supervisor.....
10. When were you appointed to supervise the candidate?.....
11. If you have just been appointed, did the previous supervisor hand over any report of the

candidate to you?

12. Yes No Not applicable

13. How often have you met the candidate during the quarter under report?.....

.....

14. What progress has the candidate made so far for the dissertation/thesis? (tick in the appropriate box)

Item	Nothing	Half way	Nearly completed	Completed
Introductory chapter				
Literature review				
Designing of methodology				
Getting supplies for study.				
Data collection				
Data analysis				
Writing research report and conclusion				
Submission				

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

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

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

.....

Signature of supervisor: Date:

PART C: TO BE FILLED BY HEAD OF DEPARTMENT

18. Comments on the candidate's progress report:

Name of Head of Department:

.....

Signature: Date:

PART D: TO BE FILLED BY DEAN OF FACULTY

Comment briefly on the candidate's progress report

.....

Name of the Dean of Faculty:

Signature: Date:

PART E: TO BE FILLED BY DIRECTOR OF POSTGRADUATE STUDIES

Comments of the Director of PGSRC:

.....

Name of the Director of PGSRC:

.....

Signature:

..... Date:

Appendix 11: Plagiarism Clearance Certificate

ARCHBISHOP MIHAYO UNIVERSITY COLLEGE OF TABORA
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DIRECTORATE OF POSTGRADUATE STUDIED, RESEARCH AND CONSULTANCY

PLAGIARISM CLEARANCE CERTIFICATE

Name of Student:

Registration No:

Department:

Faculty:

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

.....

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

Name Director of PGSRC:

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

Appendix 12: Notice of Intention to Submit Thesis/Dissertation for Examination

ARCHBISHOP MIHAYO UNIVERSITY COLLEGE OF TABORA

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DIRECTORATE OF POSTGRADUATE STUDIED, RESEARCH AND CONSULTANCY

NOTICE OF INTENTION TO SUBMIT

(to be filled in quadruplicate)

SECTION A: TO BE COMPLETED BY THE CANDIDATE

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

Student's Signature: Date:
SECTION B: TO BE COMPLETED BY SUPERVISOR(S)

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

- 1. Signature of supervisor: Date:
- 2. Signature of supervisor: Date:

SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT

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

1) Name:
Telephone:
Email:

Curriculum Vitae: Attached Not attached

2) Name.....
Telephone:
Email:

Curriculum Vitae: Attached Not attached

b) Potential external examiners

1) Name.....
Affiliation.....
Postal Address:
Telephone:

Email:

Curriculum Vitae: Attached Not attached

2) Name:

Affiliation:

Postal Address:

Telephone:

Email:

Curriculum Vitae: Attached Not attached

SECTION D: TO BE COMPLETED BY DEAN OF FACULTY

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

Signature of the Dean: Date:

SECTION E: TO BE FILLED BY THE DIRECTOR OF PGSRC

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

The following items are missing or incomplete:

1.
2.

Signature of the Director of PGSRC: Date:

Appendix 13: Proposal Defence Form

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DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH AND CONSULTANCY

PROPOSAL DEFENCE FORM

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

Chairperson: Signature:

..... 1st Examiner:

Signature:

2nd Examiner: Signature:

3rd Examiner: Signature:

Supervisor: Signature:

Date:

Note:

- *Minor changes refer to editorial corrections, slight re-organisation of sections and*

- minor modifications of tables, paragraphs or sentences to be submitted within one month.*
- *Major corrections and revisions as stated in the examiners' report should be submitted within three months.*

Appendix 14: Postgraduate Research Examination Form

ARCHBISHOP MIHAYO UNIVERSITY COLLEGE OF TABORA

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DIRECTORATE OF POSTGRADUATE STUDIED, RESEARCH AND CONSULTANCY

RESEARCH EXAMINATION FORM

External

Internal

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

Name of the Programme:

..... Faculty/School:

..... Department:

.....

Research Title:

.....

.....

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

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

a) Detailed Comments on the Dissertation/Thesis

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

.....

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

.....

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

.....

4. Methodology:

.....

5. Results:

.....

6. Discussion.....

.....

7. Conclusions:

.....

.....

.....

8. Recommendations

.....

.....

9. References

.....

.....

10. Originality and contribution to knowledge:

.....

.....

.....

Name of Examiner:

..... Signature:

..... Date:

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DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH AND CONSULTANCY

MASTER'S DISSERTATION DEFENCE REPORT

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

Name of examiner:

Signature: Date:

Note:

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

Appendix 16: Viva Voce Examination Form

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DIRECTORATE OF POSTGRADUATE STUDIED, RESEARCH AND CONSULTANCY

VIVA VOCE EXAMINATION FORM

Name of Candidate:

Registration No:

Research Title:

.....

.....

.....

Name of Faculty/School:

..... Name of Department

..... Date of *VIVA*

VOCE:

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

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

Note:

Minor changes refer to editorial corrections, slight reorganisation of sections and minor modifications of tables, paragraphs or sentences.

Appendix 17: PhD Thesis Evaluation Report Form

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DIRECTORATE OF POSTGRADUATE STUDIED, RESEARCH AND CONSULTANCY

PHD THESIS EVALUATION REPORT FORM

Name of Candidate:
 Degree
 Registered for:
 Title:

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

Examiner's name:

Signature: Date:

Appendix 18: Supervision Allowance Claim Form

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DIRECTORATE OF POSTGRADUATE STUDIED, RESEARCH AND CONSULTANCY

SUPERVISION ALLOWANCE CLAIM

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

Name:

Department:

Please give details and amount of out- o f - p o c k e t expenses incurred e.g. postage of dissertations/theses, etc. (relevant receipts to be attached).

.....

Faculty:

.....

Department:

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

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

I hereby claim for payment of supervision allowance.

Account name:

Account number:

Bank name:

Signature: Date:

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

I certify that Prof./Dr.....has supervised the abovementioned candidate. He/she shared the supervision load together with the following co-supervisors (if any)

1.

2.

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

Name of the Head of Department:

Signature: Date:

Endorsed By:

Name of Faculty Dean:

Signature: Date:

Approved By:

Name of DPAA:

Signature: Date:

Authorized By:

Name of DPAF:

Signature: Date:

Appendix 19: Internal/External Examiner’s Claim Form

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DIRECTORATE OF POSTGRADUATE STUDIED, RESEARCH AND CONSULTANCY

INTERNAL/EXTERNAL EXAMINER’S CLAIM FORM

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

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

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

Honorarium of Tsh/USD of each candidate:

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

1.
2.
3.

Total Tsh/USD:

The honorarium should be paid to me at the following bank details:

Account name:

Account number:

Bank name:

Examiner's mobile:

Other A/C details:

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

Confirmed By:

Name of Head of Department:

Signature: Date:

Endorsed By:

Name of Faculty Dean:

Signature: Date:

Approved By:

Name of DPAA:

Signature: Date:

Authorized By:

Name of DPAF:

Signature: Date: