



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

GUIDELINES FOR MASTERS' TRAINING

December, 2025

PREFACE

The vision of the Archbishop Mihayo University College of Tabora (AMUCTA) is, “To be a highly regarded institution in offering accessible, equitable and harmonized university education focused on ethical values and holistic formation of a human being”. Reflecting this vision, the Directorate environs to become a centre of excellence in innovative, responsive and inclusive postgraduate education, research and community service in Tanzania and beyond for sustainable integral human development. As such, AMUCTA is committed to providing dynamic high-quality graduate education that meets local, regional and international levels of standards for continued maintenance of excellence. The guidelines are reflections of dynamism in responding to arising needs in postgraduate education. The first draft of MASTERS’ Guidelines was organized in June, 2025 when the implementation of the first programme (Master of Educational Management in Special and Inclusive Education (MEMSIE) started. Some of the driving forces were the demand of prospective students to have two categories of regular and end of month basis, the experience during admissions of the applicants, the emerging need to encourage self-learning, the need for creating a concerted effort among the staff and the students and the assurance of accomplishment of students’ research report within the time frame among others.

These Guidelines have accommodated the recent developments in postgraduate education at the global level, the standards of the Tanzania Commission for Universities (TCU, 2019 & 2023) and the Postgraduate Admission Guidebook (TCU, 2024), as well as institutional research policy in particular. This constituted one of the key justifications for establishing benchmarking standards within the guidelines, in addition to ensuring alignment with the vision of excellence. They are a means of enhancing monitoring and supervision in the implementation and management of the Master's programmes. As such, the guidelines are a tool for ensuring quality if adequately implemented. To that end, AMUCTA calls upon all students, staff and others, who will be involved in the delivery of MASTERS’ programmes, to adhere to the guidelines for the smooth running of the Programmes.

Rev. Prof. Juvenalis Asantemungu
Principal

LIST OF ABBREVIATIONS

A/C-	Account
AMUCTA -	Archbishop Mihayo University College of Tabora
APA –	American Psychological Association
DPAA -	Deputy Principal for Academic Affairs
DPGSRC –	Director of Postgraduate Studies, Research and Consultancy
DPRC –	Departmental Postgraduate Research Committee
DPSRC –	Directorate of Postgraduate Studies, Research and Consultancy
DR –	Doctor
GPA –	Grade Point Average
ID -	Identity
MEMSIE -	Master of Educational Management in Special and Inclusive Education
PDF –	Portable Document Format
PGSRC -	Postgraduate Studies, Research and Consultancy
PROF. –	Professor
REG. NO. -	Registration Number
SAUT -	Saint Augustine University of Tanzania
TCU -	Tanzania Commission for Universities
TZS –	Tanzanian Shillings
USD –	United States Dollar

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1. Introduction

The Masters' programmes shall be by coursework and dissertation. They shall be offered in a face-to-face, blended or online mode. These Guidelines shall apply to respective masters' students, the research supervisors and all staff involved in supporting students in the programmes at AMUCTA. The Guidelines are academic procedures that describe how the regulations should be implemented and the processes that should be followed by all masters' students and academics. The guidelines are the framework of rules in which all the masters' research learning and assessment activities take place. These guidelines are meant for smooth but organized running of the masters' programmes. They include advertisements, application and registration, duration of the courses, complaints and appeals, supervision and examination of dissertations and assessment. They are particular for masters' programmes, though they may apply in other postgraduate programmes with relevant adaptations. In a special way, the guidelines provide information about research processes that students shall use throughout in masters' programmes. To this effect, they are mandatory for use and implementation by all students and faculty members at AMUCTA.

2. Advertisement and Applications

2.1 Call for applications shall be made through various forms of media. Applicants are required to submit applications through an online application platform (portal) on the University College website (<https://oas.amucta.ac.tz>).

2.2 Applications shall be accompanied by academic and birth certificates.

2.3 AMUCTA shall accept masters' applications at any time when the window is open. However, successful applicants will be admitted at the beginning of the first semester of every academic year. The University College shall communicate with both admitted and non-admitted applicants (with reasons) through their personal accounts, University College website or the relevant means used for the application.

2.4 The programmes are open to both local and foreign applicants with English language background. Foreign applicants are advised to read the procedures for admission on the AMUCTA website before proceeding with applications. Those with no English background will have to attend a one-month English course at AMUCTA prior to admission into the programmes.

2.5 International applicants shall pay the non-refundable application fee upon arrival, while applicants in Tanzania shall pay the non-refundable application fee during the application process. Certificates obtained from higher learning institutions outside Tanzania shall be subjected to verification by the Tanzania Commission for Universities (TCU) for authenticity of the qualifications.

3. Entry Arrangement

For a student to be eligible to join masters' programmes, the standards and qualifications set by AMUCTA guidelines and the TCU (2019) shall apply. A minimum of 2.7 GPA in the relevant areas of prior study is a prerequisite.

An AMUCTA applicant, who is in the final year of a Bachelor's degree and is still waiting for the final results, may be provided with provisional admission into masters provided that the cumulative GPA at the time of application is not less than 2.7.

4. Selection of Candidates

Running the selection of the applicants for the masters' programmes shall be done after the admissions officer has closed the application window for the programmes. All the applicants shall be subjected to rigorous selection process for verification of candidates' suitability or qualification for the programme. The selection process will be done at different levels, including Department and Academic Committee team through the Faculty Board. After running the selection, the Deputy Principal for Academic Affairs (DPAA) shall receive and submit the list for authentication and approval by the SAUT Senate. The selection committee shall include:

- a. The Director of Postgraduate Studies, Research and Consultancy (DPGSRC)- chair of the committee
- b. Head of Department that owns the Programme
- c. Dean of the Faculty to which the programme belongs
- d. Admissions officer
- e. Quality assurance officer
- f. IT Officer who shall be the secretary

5. Registration

5.1 Admitted students shall be issued admission letters by the Admissions Officer. The University College shall then upload the list of both selected and non-selected applicants to the AMUCTA Website. No student shall be registered prior to payment of fees. The deadline for registration shall be four weeks (30 days) after opening the academic year for the first semester and two weeks (14 days) for the subsequent semesters. Registration shall be full-time and will follow the subsequent procedures.

5.2 A student shall be issued with a Student Identity (ID) card upon registration. All students admitted for masters shall register for studies through an online system account. A successful

applicant of face-to-face may register for regular sessions or for a monthly session, (i.e. attending lectures in the last week of every month).

6. Required Documents

Admitted applicants shall submit the following documents at the time of registration:

- a) Pay-in slip of registration fee and half of the tuition fee for the semester
- b) Originals and certified copies of relevant transcripts and certificates
- c) Two stamp-sized photographs (coloured with blue background)

Note: Admitted applicants shall be registered by the names appearing on their certificates/transcripts. Students shall renew their registration at the beginning of every semester for monitoring attendance and postponement among other seasons. Failure to renew registration shall constitute automatic discontinuation from studies.

7. Duration

7.1 A candidate shall qualify for an award of a Master's Degree Certificate after completing the respective semesters and passing ALL Courses and attaining a minimum qualification of B Grade for graduation. The full-time masters' programmes shall have a minimum of 24 months and a maximum duration shall not exceed 36 months. For the part-time programme, it shall be a minimum of 24 months and a maximum of 48 months. Candidates having strong reasons may apply for an extension of two semesters to the DPAA through the Director of PGSRC.

7.2 Part of the coursework shall have a duration of two semesters. Upon successful completion of coursework and submission of an approved research proposal, candidates shall be allowed to proceed to the research part of the study, whose duration shall be a minimum of two semesters and four semesters maximum.

7.3 Candidates who fail to complete the research part of the study within two semesters may be allowed an extension of up to four semesters.

8. Transfer Arrangement

When required, AMUCTA shall enter into credit transfer arrangement with any other recognized university to facilitate students' successful completion of the programme, just as a student from a related programme may transfer credits to a master's degree. Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme to which transfer is being sought and a vacancy exists in that

programme. No student shall be allowed to change programme after the fourth week (30 days) of commencement of the semester.

9. Programme Delivery, Monitoring and Evaluation Mechanisms

The masters' programmes shall be evaluated continually on a semester basis through different mechanisms. Students will evaluate the courses and teaching by filling in the online questionnaires. They will also be evaluated using internal and external examiners' moderation reports. This shall include examinations and the defence of dissertations.

10. Deferral of Admission and Freezing and Postponement of Studies

10.1 Deferral of Admission

The applicant who has been admitted to master's programme may be allowed to defer admission to the next academic year. Deferral of Admission shall be accepted for compelling or grave reasons such as health, employer's demand, financial, legal etc., with evidence produced by the student. The student shall apply for deferral or rescheduling of admission to the Director through the Head of Department in consultation with the Dean of Faculty before commencement of the academic year or the end of the registration period. The Faculty Selection Committee may approve the application, provided that it satisfies the prescribed conditions. The Director of Postgraduate Studies, Research and Consultancy, in consultation with the Head of Department of the candidate's registration, may approve on behalf of the committee, where needed.

10.2 Freezing of studies

When required, candidates may freeze studies (stopping studies for a specified period, where the period will not count into the student's registration period) for **four months**.

10.3 Postponement of Studies

Students may postpone studies on cogent grounds, meaning stopping studies for a full academic year, where the period will **not** count to students' registration period.

11. Research and Dissertation

Students shall be offered Research Methods I in the first semester and Research Methods II in the second semester of the first year. It is expected that the end product of research methods II shall be a research proposal, though it will not be part of the evaluation of the course. Therefore, after the research method I, every student is expected to have identified areas of research.

11.1 Appointment and Allocation of Supervisors

Students shall be allocated research supervisors in the second semester of the first year (after research methods I), for mentorship and coaching (guide) during coursework as per the TCU (219), Addendum of 2023, section 4.18.11. All the lecturers of masters' courses shall be eligible for supervising masters' students. Where applicable, other AMUCTA lecturers having no courses in the programmes shall supervise the masters' students' research. Each candidate shall have two research supervisors. Supervisors shall be proposed by the relevant Departmental Board and forwarded to the Faculty Board for consideration. The recommended list of supervisors shall be submitted by the Dean of the Faculty, through the Director of PGSRC, to the Academic Committee for approval. Following such approval, the Director of Postgraduate Studies, Research and Consultancy shall formally appoint the approved supervisors through official appointment letters.

11.2 Length of the Proposal and Dissertation

The length of the master's dissertation proposal shall be not less than 30 pages typed in 12-point font, 1.5 spaced, excluding preliminary pages, references and appendices. This is in keeping with the SAUT (2020) research guideline section 8.7.1. In compliance with the SAUT (2020) research guidelines, the Master's dissertation shall be between 80 - 110 pages excluding preliminary pages, references and appendices (SAUT, 2020, section two, part 9. 1.2) of which AMUCTA is its constituent college.

11.3 Presentation of Students' Research Works

Students will propose topics and the titles with concept papers of 3 to 5 pages under the guidance of their supervisors. Proposed titles and concept notes will be managed by the Departmental Postgraduate Research Committee (DPRC) of masters' programmes as per the SAUT (2020) *procedure for postgraduate research* section 1, part 1.1. DPRC shall organize seminar for the presentation of the concept notes by students (SAUT, 2020, section 1, part 1.2) for improvement and recommendation. When the concept note has been approved by the departmental committee, the student will be allowed to write a research proposal under the guidance of supervisors (SAUT, 2020, section 1, part 1.4).

The completed proposal shall be submitted to the Departmental Postgraduate Committee (DPRC) for review and recommendation (SAUT, 2020, 1, 2.3) prior to the faculty level.

Thereafter, each student will develop a full proposal and present it to the faculty level for review and recommendation to the Directorate of Postgraduate Studies, Research and Consultancy

(DPSRC) with a list of three proposed examiners, two from the student's specialization and one external to the department.

11.4 Appointment and Assignment of Examiners of Research Proposals

The Head of Department shall, in consultation with the Dean of Faculty, the Departmental Postgraduate Committee, propose and recommend a list of three examiners for students' proposals. They shall include two from the department and where possible from the student's specialization and one external to the department as per the SAUT, (2020, section one, part 2.3). The Director of Postgraduate Studies, Research and Consultancy (DPSRC) shall appoint and allocate examiners of students' dissertation proposals as per the SAUT (2020) research guidelines section 1 part 3.1 after recommendation by the postgraduate departmental committee.

11.5 Defence of Research Proposals

Proposal presentation at faculty level will be done once at the end of the first year and collect data in their second year. Every student shall defend her/his research proposal before the research panel. The proposal defence shall be public with observers who shall not ask questions just like their supervisors (SAUT, 2020; 4.5 & 4.7). The defence panel shall be composed of the Chairperson who shall be external to the department, three examiners, student's supervisors, Head of Department, Dean of the Faculty and a representative from the Postgraduate Committee (SAUT, 2020; 4.1). The duration for the research defence shall be 1.20 Hours. Student's presentation shall be 20 minutes through PowerPoint and questions and or comments shall take one hour (SAUT, 2020; 4.4).

The respective Head of Department shall prepare and publish a defence timetable and submit to the Director of Postgraduate Studies, Research and Consultancy for noting.

The second presentation will be during the research stage. Students will defend their dissertations at the faculty level at the end of their second year. As the requirement for graduation, a student should present evidence of a published paper or a letter of acceptance of their manuscript by a renowned journal whose list shall be made available to students through the office of the Directorate of Postgraduate Studies, Research and Consultancy. External examination shall be done at a minimum of one month before the end of the programme. Research reports shall be defended in the last week of the last month of the programme.

12.0 Clearance for Data Collection and Writing of Report and Manuscript

12.1 When the proposal is accepted, students shall be required to apply for clearance for data collection from the Deputy Principal for Academic Affairs through the Director of Postgraduate Studies, Research and Consultancy.

12.2 During the report writing, students shall be required to make two seminar presentations based on their research findings. The student and supervisors shall be required to sign the research supervision tracking form (see Appendix 9).

12.3 The supervisors shall submit a progress report for students under their supervision on a six-monthly basis (see Appendix 10) to the Directorate of Postgraduate Studies, Research and Consultancy. The supervisors shall prove to have been dedicated to adequate supervision in the report.

13 Submission and Examination of Dissertations

13.1 Submission of Dissertations for Examination

a) At least three months before the dissertation is submitted for examination, the candidate shall, through his/her supervisors, give a notice of his/her intention to submit the dissertation to the DPAA through the Directorate of Postgraduate Studies, Research and Consultancy by filling in an intent form.

b) After completion of the research work, the candidate shall submit the dissertation to the Department for approval prior to submission to the Directorate for the arrangement of examination. The approval process shall include presentation of the research findings to the Department and Faculty levels.

c) The candidate shall submit three copies of the spiral/hard-bound dissertation for examination, accompanied by the submission form.

13.2 Examination of Dissertations

a) Every Master's Final Dissertation submitted shall be examined by at least two specialists approved by the SAUT Senate through recommendations by the AMUCTA Faculty Board. At least one of the examiners must be external to the college. The other one (internal examiner) must be a competent academic member of AMUCTA but not a student's supervisor.

b) Internal examiners shall be required to submit their reports about the dissertation within one (1) month and external examiners two (2) months from the date of receipt.

- c) The final evaluation of the dissertation shall be PASS or FAIL based on the marks provided since the final assessment depends on the quality of the output (dissertation), which may include but not limited to dissertation content, originality and ownership.
- d) Each examiner shall be required to summarize his/her report about the dissertation and provide a clear recommendation and declaring based on one of the following:
- i. Dissertation PASSES AS IT IS without any typographical corrections and/or minor revisions.
 - ii. PASSES SUBJECT TO typographical corrections and/or minor revisions (within three months).
 - iii. PASSES SUBJECT TO substantial corrections and revision. The dissertation requires major corrections and the candidate be given another supervisor to certify that the corrections have been done as directed (within 6 months)
 - iv. NOT ACCEPTED BUT RE-SUBMITTED after one or more of the following:
 - v. Additional data collection, additional analysis, Additional literature review, Re-writing, or other. The candidate shall be allowed to revise and re-submit his/her dissertation for re- examination (within 9 months)
 - vi. Dissertation REJECTED OUTRIGHT (Examiner should specify reasons, e.g., Plagiarism, substandard research work, irrelevance to students' specialization etc.)
- e) All examiners shall provide the marks and grade of the examination. If the marks provided by the internal and external examiners differ significantly, an average of the two shall be computed because each examiner will mark the dissertation under 100%.
- f) If the marks given by internal and external examiners differ at the discrepancy of more than 20 marks, the dissertation shall be remarked by an independent examiner.
- g) Where the examiners are not in agreement in the overall recommendations, the DPGSRC in liaison with the Head of Department, shall examine the case and recommend one of the following actions:

- i. External Examiner's marks be adopted after providing concrete reasons and approved by the Academic Committee.
- ii. An additional independent examiner be appointed.
- iii. The Faculty Board be requested to establish a panel from amongst the experts available to examine the candidate orally.
- h) Candidate whose work was recommended for award after incorporating all the required amendments, shall submit his/her dissertation through the supervisors in four corrected hardbound copies and the softcopy of the whole dissertation and an abstract in PDF format, within two months after approval of results by the Academic Committee. Upon submission, an error-free submission form (To be prepared) from the supervisors through the Director of Postgraduate Studies, Research and Consultancy shall be filled as evidence.
 - i. Upon completion of the dissertation examination, a candidate shall also appear for the dissertation defence
 - ii. Candidates allowed to sit for Dissertation defence will be examined to ascertain that: -
 - a. The dissertation presented is the original work,
 - b. The broader subject area in which the study is based is fully grasped and
 - iii. The weaknesses in the dissertation (if any) can be adequately clarified by the candidate). Any Work rejected by examiners after one resubmission shall not be accepted for re-examination at AMUCTA, and the candidate shall be discontinued from studies.
 - iv. Unless there are genuine reasons, failure of a candidate to resubmit a corrected dissertation accompanied by an error-free form within the specified period after being allowed to incorporate corrections shall mean discontinuation from studies.
 - v. Every candidate shall submit a published or proof of acceptance of the manuscript by a reputable journal prior to graduation.
 - vi. Where a panellist, by virtue of his or her position, serves as the supervisor, or has declared a conflict of interest in relation to the candidate or the work, an alternative individual of equivalent standing in a closely related field shall be appointed in their place.
 - vii. The Dissertation defence shall be an open forum, but only panellists shall have the power to examine the candidates and vote.
 - viii. The Dissertation defence *panellists* shall be provided with copies of the candidate's dissertation and the full texts of examiners' reports at least two weeks before

- the date of oral examination. Candidates shall not be allowed to get access to the examiner's dissertation reports before the Dissertation defence examination.
- ix. The Dissertation defence panellists shall, as far as possible, work towards arriving at a unanimous decision on the candidate's overall results. Where the panellists are unable to reach unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision.

13.3 Composition of viva voce panel

The panel for dissertation defence shall be constituted by three members with voting power, plus other four without voting power as listed below:

- i. Chairperson appointed by the DPAA with a vote
- ii. External examiner (or their representative) of dissertations with a vote
- iii. Two Internal examiners of the dissertations with a vote
- iv. Candidate's supervisors with no vote
- v. Candidate's Head of Department with a vote
- vi. Director of Postgraduate Studies, Research and Consultancy (or his representative) with no vote
- vii. Dean of the Faculty with a vote
- viii. Secretary of the panel without a vote

13.4 Duration of Viva Voce for Dissertation shall not exceed:

30 minutes for oral presentation

45 minutes for questions and answers

15 minutes for deliberation

13.5 Distribution of submitted Final Copies

The soft copy will be submitted to the University Library for placement into the college repository, and the final 5 hardcopies of the dissertation will be distributed as follows:

- i. University Library
- ii. Directorate of Post Graduate Studies
- iii. Faculty
- iv. Department
- v. Supervisors

14.0 General Assessment in Masters

There shall be five (5) types of examinations for the master's programme, namely:

- a. Coursework examination;
- b. Proposal examination;
- c. Dissertation examination;**

14.1. Assessment Details

14.1.1 Programme Assessment Strategy

The programme shall be assessed by tests, assignments, presentations, book critiques, projects (continuous) constituting 50%, and examinations, and dissertation defence (summative).

- a) **Formative Assessment:** This will be done through coursework examined through continuous assessment – periodic papers, tests, assignments, presentations, book critiques, projects, etc. The formative assessment will constitute 50% of the final marks. The scores on the continuous assessment shall not determine the sitting for the semester examination. Candidates with any score on the continuous assessment of a course shall be allowed to sit for the semester examination. However, a candidate who did not do any work on the continuous assessment of a given course will not be allowed to sit for the respective course examination.
- b) **Summative Assessment:** This will be the final examination taken at the end of each semester and it will account for 50% of the final marks of each course. The examination shall include four questions. Candidates will attempt three questions only, including question one, which will be compulsory and will carry 20 marks, while the rest of the questions will carry 15 marks. The candidate will be allowed to proceed to the next academic year only after obtaining a minimum pass of 3 GPA of the preceding year. A candidate who fails to score a minimum of 18 marks of the total marks (50) of the semester examination of the course shall have a direct supplementary of the respective course and if he/she fails the supplementary examination, he/she shall repeat (carry over) the course.

14. 1. 2 Pass level for end of semester

In all the registered courses, the St Augustine University of Tanzania (SAUT) Academic Regulations, 2018; Section 4.2 'c' shall apply.

- i. At the end of each semester, the students' grades in each subject will be compiled – coursework and final examination – and a grade allocated.
- ii. The pass mark for each subject will be 50 marks, which is a “B”.
- iii. A student who does not meet this pass mark will be required to sit for a supplementary examination. A pass in a supplementary examination shall be recorded as a “B.” In the case of a supplementary, the marks attained for the coursework shall not be included in the final marks.
- iv. A student who fails a supplementary shall repeat or carry over the course(s) to the subsequent year. If a student does not pass the examinations of the carried over course(s), he/she shall be allowed to do a supplementary. However, if the student fails the supplementary examination of the carried over course, such a student shall be discontinued from studies.
- v. A candidate who fails to attain a GPA of 3.0 shall be deemed to have a bad failure and shall be discontinued from studies straightaway.

14.2 Examination Moderation and Practical Assessment

AMUCTA's examinations will be moderated both internally by a few selected lecturers and externally by external moderators from other higher learning institutions. This shall be in accordance with the SAUT Academic Regulations (2018), Section 4.66, which states as follows:

- a) All university college examinations shall be moderated by both external and or internal moderators who shall be appointed by the Academic Committee upon recommendations from relevant faculty or department.
- b) Internal moderators shall be the academic staff of the university college and external moderator(s) shall be An Academic Staff from outside the university college whose field of expertise falls in the subject area of the examination paper.
- c) The university college, through the Academic Committee, shall from time to time formulate the university college regulations on external and internal examinations moderation.

14.3 Condition for Continuation and Discontinuation

Candidates in this programme will be required to complete a total of 240 credits, being for the course work and end of semester examinations, while 60 credits being for the dissertation. At the end of the coursework, candidates are required to attain a minimum overall GPA of 3.0 before proceeding to the dissertation stage as per Postgraduate Studies Regulations and Guidelines of the St Augustine University of Tanzania. A candidate may be allowed to re-sit failed courses in supplementary examinations if he/she has attained an overall GPA of 2.7 or above in the first sitting. A candidate shall be discontinued from studies on academic grounds if he or she attains an overall GPA less than 2.7 in the first sitting or less than 3.0 in the supplementary examinations.

14.4 Weight of Each Component in the Final Assessment of the Programme

GRADING SCORE			GPA	
Percentage range	Letter grade	Points	Grade Point Range	Description
70–100	A	5	4.5–5.0	Distinction
60–69	B+	4	4.0– 4.4	Merit
50–59	B	3	3.0–3.9	Pass
40–49	C	2	0 – 2.9	Fail

15. Conclusion

AMUCTA is set to successfully run this programme as per the managerial guidelines. The programme can be effectively managed and implemented for attaining the inherent goals and objectives. Stakeholders' concerted efforts are our appeal.

16. Additional Information

The added pieces of information are part of the formatting of proposal and dissertations that are adopted from the SAUT Guidelines.

16.1 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

16.2 Pagination

- a) All preliminary pages shall be numbered consecutively in Roman numbers lower case (e.g. i, ii, iii, etc.).
- b) The main content pages (from Chapter One to Appendices) shall be numbered consecutively using Arabic numbers (e.g. 1, 2, 3...)
- c) All page numbers shall appear at the centre of the lower margin of the page.

16.3 Typing guidelines

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

16.4 Heading

- a) Chapter titles and other major headings shall be centred in bold face
- b) Students shall follow the citation style of APA version 7
- c) Headings should Not Exceed the 4th level

16.5 Visuals-tables, figures, charts

- a) Tables and figures shall be numbered according to chapters
- b) The student shall show the source of the table, figure or chart at the bottom left-hand side

16.6 Language use

- a) Students shall use neutral language in writing their dissertations unless the nature of the research requires the use of gender specific language.
- b) All dissertations shall be written in British English.

16.7 Length of proposal and dissertation

- i) The proposal for the Master's Degree shall be not less than 30 pages in length typed in 12-point font, double-spaced, excluding preliminary pages, references and appendices.
- ii) Master's dissertation: 80 - 110 pages, excluding preliminary pages, references and appendices.
- iii) Dissertations shall be arranged in the following sequence:
 - a) Cover page (see Appendix 1)
 - b) Title page (see Appendix 2)
 - c) Certification (see Appendix 5a & 5b)
 - d) Declaration (see Appendix 3a & 3b)
 - e) Copyright (see Appendix 4)
 - f) Dedication (optional)
 - g) Acknowledgement
 - h) Abstract
 - i) Table of contents
 - j) List of tables
 - k) List of figures
 - l) Main text which shall be divided into chapters and sections
 - m) List of references
 - n) Appendices

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

Supervisors shall certify that they have read the dissertations to their satisfaction and therefore recommend the same for acceptance for the university (see Appendix 5a)

iv. Declaration and Copyright

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

v. Dedication

The section of dedication is optional. Those who opt to include it in their dissertation report shall be expected to write a short sentence in which they mention the name(s) of the person(s) to whom the work is dedicated to. Details of what such persons did for the student should be reserved for the acknowledgement section.

vi. Acknowledgement

Under this section, the researcher recognizes the people who might have contributed to the success of his/her research. These may include their supervisors, 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. It is limited to not more than 300 words. An abstract shall be written in a single paragraph, **double-spaced**. An abstract shall highlight the following: the purpose of the study, methodological points, major findings and the main conclusions obtained in the dissertation.

viii. Table of Contents

The students shall include a table of contents generated automatically from their dissertations.

ix. List of Tables

The students shall include a list of tables generated automatically from their

dissertation.

x. List of Figures

The students shall include a list of figures generated automatically from their dissertations.

xi. List of Abbreviations

This section should be included in the proposal/dissertation where applicable. 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 dissertation, beginning with the surname of the author followed by initials. 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 elements such as research permits, proposed budget and work plan. Where applicable, appendices must be referred to in the text.

Appendix 1: Cover Page

TRANSFORMATION TO COMPETENCY-BASED CURRICULUM: READINESS AND SELF-EFFICACY AMONG INCLUSIVE PRE-SERVICE TEACHERS IN TANZANIA

**MASTER OF EDUCATIONAL MANAGEMENT IN SPECIAL AND INCLUSIVE
EDUCATION**

TRAORE NYERERE MAO

DECEMBER, 2025

Wording on the **spine** should consist of the student's initials, surname and year (e.g. T. N. MAO 2025) running from top to bottom. Use upper case on this page.

Appendix 2: Title Page

ARCHBISHOP MIHAYO UNIVERSITY COLLEGE OF TABORA

FACULTY OF EDUCATION AND SOCIAL SCIENCES

**Transformation to Competency-Based Curriculum: Readiness and Self-Efficacy among
Inclusive Pre-Service Teachers in Tanzania**

By

Traore Nyerere Mao

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

December, 2025

¹ Use 16 font size, upper case, bold and centered

² Use 14 font size, upper case, bold and centered

³ Use 12 font size, title case (capitalize all major words e.g. nouns, adjectives, verbs and adverbs), bold and centered

⁴ The 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 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:.....

The student is to write the full name beginning with the first name and bold the same

This line should be centered

Appendix 3b: Student's Declaration for Final Submission

I,, declare that this proposal/dissertation 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:

Appendix 4: Copyright

This dissertation 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, AMUCTA and St Augustine University of Tanzania.

The student is to write the full name beginning with the first name and bold the same

This line should be centered

This is to appear on the same page with student's declaration

Appendix 5a: Certification for Examination

This proposal/dissertation has been submitted for examination with my approval as university college supervisor.

.....

Dr. Masanja Ngosha
(Supervisor)

Date:

The rest on this page must be centered

Appendix 5b: Certification for Final Submission

The undersigned certifies that he/she has read and hereby recommends for acceptance by the Directorate of PGSRC of Archbishop Mihayo University College of Tabora, a dissertation titled: “Factors for the Rising Pass Rates among Pupils in Inclusive Primary Schools in Kwimba District” in partial fulfilment of the requirements for award of the degree of Master of Educational Management in Special and Inclusive Education of St Augustine University of Tanzania.

.....

Dr. Masanja Ngosha
(Supervisor)

Date:

The rest on this page must be centered

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)
- Operation Definition of Key Terms (define only operationalized terms)

CHAPTER TWO - LITERATURE REVIEW

- Theoretical Review
- Empirical Review
- Research Gap

CHAPTER THREE - METHODOLOGY

- Research Approach
- Research Design
- Target Population
- Sampling Procedures
- Sample Size
- Research Instruments
- Validity and Reliability

- Piloting of the Instruments (if applicable)
- Data Collection Procedures
- Data Analysis Procedures
- Ethical Consideration

CHAPTER FOUR - FINDINGS AND DISCUSSION

Chapter four of a dissertation/dissertation 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 hypo-dissertation as presented in chapter one.

CHAPTER FIVE - SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

- Summary of findings
- Conclusions
- Recommendations
- Recommendation for Future Research

References

(Unless otherwise directed, use APA version 7 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)

16.5.1.1 Name of student:

16.5.1.2 Qualifications:

16.5.1.3 Department:

16.5.1.4 Faculty.....

16.5.1.5 Topic:

.....

.....

.....

16.5.1.6 Brief statement of the research problem:

.....

.....

.....

16.5.1.7 What are you expecting to achieve?

.....

.....

16.5.1.8 What research questions are to be answered?

.....

.....

16.5.1.9 What research methods are you planning to use?

.....

.....

16.5.1.10 References:

.....

.....

Signature of the student Date.....

For the department's use

Proposed supervisor..... Department:

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

For Faculty's use:

Assigned supervisor:

1. Department.....

Signature of the Dean Date:

For Director of Postgraduate Studies, Research and Consultancy use:

Approved supervisor:

..... Department.....

Signature to Director of PGSRC Date:

Appendix 8: Correction Chart

CORRECTION CHART

Student's Name Reg. No.

Supervisor's Name

Programme (MASTER)

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.

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

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/dissertation for the next stage.

Supervisor's signature **Date**

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

Chairperson Signature **Date**

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

Chairperson's Signature **Date**

The University College Postgraduate Committee has approved the proposal/dissertation/dissertation 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

DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH, AND CONSULTANCY

Student's Name Reg. No.

Programme (MASTER)

Department:

Faculty

Name of Supervisor:

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

Director of PGSRC Date

Note:

- Students should keep a tracking tool for each supervisor
- The 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 Committee, Dean of Faculty/School and Head of Department
- This tool will serve as evidence for postgraduate students' supervision

Appendix 10: Student Progress Report

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. Date of registration.....
6. Planned date of completion.....
7. 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)

8. Name of supervisor.....
9. When were you appointed to supervise the candidate?.....
10. If you have just been appointed, did the previous supervisor hand over any report of the candidate to you?
11. Yes No Not applicable
12. How often have you met the candidate during the quarter under report?.....
13. What progress has the candidate made so far for the dissertation? (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 a research report and conclusion				
Submission				

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

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

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

.....

Signature of supervisor: Date:

PART C: TO BE FILLED BY HEAD OF DEPARTMENT

17. Comments on the candidate's progress report

.....

Name of Head of Department:

Signature: Date:

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

18. Comment briefly on the candidate's progress report

.....

.....
Name of the Dean of Faculty:
Signature: Date:

PART E: TO BE FILLED BY DIRECTOR OF POSTGRADUATE STUDIES

Comments of the Director of PGSRC:

.....

Name of the Director of PGSRC:

Signature: Date:

Appendix 11: Plagiarism Clearance Certificate

PLAGIARISM CLEARANCE CERTIFICATE

Name of Student:

Registration No:

Department:

Faculty

Type of scholarly work (Master):

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 of the Director of PGSRC:

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

Appendix 12: Notice of Intention to Submit Dissertation for Examination

NOTICE OF INTENTION TO SUBMIT

(to be filled in quadruplicate)

SECTION A: TO BE COMPLETED BY THE CANDIDATE

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

SECTION B: TO BE COMPLETED BY SUPERVISOR

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

Signature of supervisor: Date:

SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT

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

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 of the postgraduate.
- b) In anticipation of the fact that the candidate will submit his/her dissertation 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

DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH AND CONSULTANCY

PROPOSAL DEFENSE RESULTS 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	
4	REJECTED OUTRIGHT (specify reasons for rejection on separate sheet)	

Chairperson: Signature:

1st Examiner: Signature:

2nd Examiner: Signature:

Supervisor: Signature:

Date:

Minor changes refer to editorial corrections, slight re-organization 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: MASTER'S Research Examination Form

RESEARCH EXAMINATION FORM

External

Internal

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

Name of the Programme:

Faculty

Department:

Research Title:

.....

.....

.....

S/NO	Area Assessed	Maximum Marks	Marks Obtained
1	Preliminaries	5	
2	Introduction (Chapter One)	20	
3	Literature review	15	
4	Methodology	10	
5	Results and discussion	25	
6	Conclusion and recommendation	10	
7	References	5	
8	Originality and contribution to knowledge	10	
	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

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. Conclusions:

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

7. Recommendations

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

8. References

.....
.....

9. Originality and contribution to knowledge:

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

Name of Examiner:

Signature: Date:

Appendix 15: MASTER's Dissertation Defence Report

DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH AND CONSULTANCY

MASTER'S DISSERTATION DEFENSE REPORT

S/N	Examiner's recommendation	Tick
1	PASSES AS IT IS (no revisions or typographical corrections required)	
2	PASSES SUBJECT TO MINOR CHANGES/CORRECTIONS (list the errors/changes on a 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:

- Minor changes refer to editorial corrections, slight re-organization 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 be submitted within three months.

Appendix 16: Viva Voce Examination Form

VIVA VOCE EXAMINATION FORM

Name of Candidate:

Registration No:

Research Title:

.....

.....

.....

Name of Faculty:

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	
5		Candidate's Supervisors	
6		Head of Department	
7		Dean of Faculty	
8		Director of PGSRC	

S/N	Verdict	Tick
1.0	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.	
2.0	Candidate fails	
2.1	Candidate fails but should be given another chance to resubmit and defend the dissertation 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)	

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

Appendix 17: Supervision Allowance Claim Form

SUPERVISION ALLOWANCE CLAIM

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

Name:

Department:

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

.....

.....

Faculty:

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

S/N	Name of Candidate	Names of Co-supervisors (if any)
1		
2		
3		
4		
5		
6		
7		

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

1.

2.

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

Name of the Head of Department:

Signature: Date:

Appendix 18: Internal/External Examiner's Allowance Claim Form

INTERNAL/EXTERNAL EXAMINER'S CLAIM FORM

Internal examiner

External examiner

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

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

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

Honorarium of TZS/USD of each candidate:

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

1.
2.
3.

Total TZS/USD: The

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

Account name:

Account number:

Bank name:

Examiner's mobile:

Other A/C details:

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

Name of Head of Department:

Signature: Date: