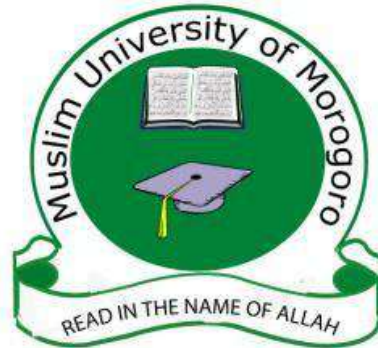


MUSLIM UNIVERSITY OF MOROGORO



**GENERAL REGULATIONS AND GUIDELINES FOR
POSTGRADUATE PROGRAMMES**

APRIL 2024

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ABBREVIATIONS

BPS	Board of Postgraduate Studies
GPA	Grade Point Average
HDFB	Higher Degrees Faculty Board
MUM	Muslim University of Morogoro
PhD	Doctor of Philosophy
UQF	University Qualifications Framework

1.0 GENERAL INFORMATION

1.1 Submission of Applications

Applications for postgraduate training at Muslim University of Morogoro (MUM) should be submitted to the Deputy Vice Chancellor (Academic). A standard Application Form should be filled and submitted, accompanied with two referee's academic reports, copies of transcripts and certificates. Form (MUM/PG. F1) shows the format of the expected referee form.

1.2 Entry Qualifications

1.2.1 Postgraduate Certificate

A candidate for admission into a Postgraduate Certificate programme shall have at least a Bachelor's Degree or its equivalent from a recognized institution of higher learning.

1.2.2 Postgraduate Diploma

A candidate for admission into a Postgraduate Diploma programme shall have at least a Bachelor's Degree or (or its equivalent) from a recognised institution of higher learning.

1.2.3 Master's Degree

A candidate for admission into the Master's Degree programme shall hold the following qualifications:

- a) A relevant academic bachelor's degree (UQF level 8) or equivalent with GPA of 2.7 or B grade.
- b) A postgraduate diploma in relevant discipline/area or equivalent with minimum GPA of 3.0 or B grade.
- c) A professional training qualification with additional relevant training, evidence of research capability and relevant working experience.

1.2.4 Doctor of Philosophy Degree

A candidate for admission into the Doctor of Philosophy degree programme of Muslim University of Morogoro shall hold at least Master's degree from any recognised institution of higher learning.

1.3 Registration

- a) Candidates will be registered either for coursework study followed by research leading to a dissertation or by research leading to a thesis.
- b) Candidates may register as full-time or part-time students.
- c) Students shall be registered by names appearing on their certificates.
- d) No change of names by students shall be entertained during the course of study at the University.
- e) Candidates shall be required to register at the beginning of the first year of their studies and to renew their registration at the beginning of subsequent year(s) after paying the required fees using (MUM/PG. F3) form.

- f) The registration of new and continuing students shall be three weeks from the first day of the commencement of classes.

1.3.1 Deferment of Admission

- a) A student who has been issued an offer letter of admission to pursue his/her postgraduate studies at MUM may apply to defer his registration for a maximum of one (1) academic year.
- b) The Board of Postgraduate Studies (BPS) or its chairperson shall decide on the applications for deferment of enrolment. Should the BPS reject such application, the student shall be required to enrol on the date originally set by the Admission Office. Failure to do so may result in the withdrawal of the offer of admission.
- c) The period of deferment shall not be included in the student's total study period. During such a period, a student shall not be entitled to use any University facilities, except consultations relevant to his postgraduate studies at the University.

1.3.2 Postponement of Studies and Freezing of Registration

If, for valid reason(s), a candidate wishes to temporarily halt studies, he/she has to apply to the BPS for the postponement of studies (during the coursework phase) or freezing of the registration (during the dissertation phase and for thesis candidates). This request shall be submitted using form **MUM/PG. F16**.

Postponement of studies and freezing of registration shall be applied through the Dean/Director and the Head of Department to the Deputy Vice Chancellor (Academic) who shall process for approval by the Chairman of Senate. The maximum periods for postponement of studies and for freezing of registration shall be two years.

1.3.3 Extension of Registration Period

- a) Candidates who, for valid reasons, fail to complete their theses/dissertations within the specified period may apply (using **MUM/PG. F8**) to the Director of Postgraduate Studies for an extension of the registration period.
- b) Each extension will cover a period of six months.
- c) Maximum of four extensions shall be allowed.
- d) The first extension is free then candidates are required to pay extension fee as Council may from time to time prescribe.

1.3.4 Maximum Period of Registration

- a) The maximum period of registration for a Postgraduate Certificate/Diploma shall be three years for full-time and four years for part-time students.

- b) The maximum period of registration for a Master's degree shall be four years for full-time and five years for part-time students.
- c) The maximum period of registration for a PhD degree shall be five years for full-time and six years for part-time students.
- d) A candidate who fails to complete the Study programme within the maximum period of registration shall be discontinued from studies.

1.3.5 Transfer of Registration

A PhD candidate, whose thesis examiners are either in disagreement or have recommended thesis revision and resubmission may, on the recommendation of the College/School/Institute Board, transfer registration to a relevant existing Masters programmes.

1.4 Coding of Postgraduate Courses

Postgraduate course shall be given a code number as follows:

- a) 501 - 598 series for Postgraduate Diploma Courses;
- b) 599 for Postgraduate Diploma Dissertations/Research Project Papers;
- c) 601 - 698 for Master's Degree courses;
- d) 699 for Master's Degree Dissertations;
- e) 701 - 798 for PhD courses;
- f) 799 for PhD Degree Dissertations.
- g) Code name shall be restricted to two letters, followed by the appropriate digits in the series (e.g. CH601).

1.5 Governance and Administration of Postgraduate Studies

- a) MUM shall have Directorate of Postgraduate Studies dedicated for handling postgraduate training.
- b) MUM shall have Board of Postgraduate Studies (BPS) for handling academic matters related to postgraduate studies e.g. examinations. The Board shall have the following members:
 - i) Deans of Faculties – One of whom shall be appointed by VC to be the Chairperson
 - ii) PS Director - Secretariat
 - iii) PS Associate Director – Secretariat
 - iv) Director of Library Services - Member
 - v) Quality Assurance Coordinator – Member
 - vi) Heads of Department (with courses taught in the PS programmes) - Member
 - vii) Two appointees of SENATE - Member
 - viii) Examination Officer – Member
 - ix) Admission Officer – Member
 - x) Two PS students (Preferably Female and Male) – Member
- c) MUM shall have Higher Degree Faculty Board (HDFB) for approving postgraduate

proposals and attend to Oral presentations at writing stage and final findings before submission for examining to improve quality. The Board shall have the following members:

- i. i) Deans of Faculties to appoint Chairperson of this Board
- ii. ii) Deans shall invite members from the relevant Departments within and out of the Faculty depending on the need.

2.0 COURSEWORK PHASE

2.1 General Regulations for Course Work Evaluation

- a) Candidates registered for Postgraduate Diploma, Masters/PhD by coursework and dissertation programmes shall sit for course examinations following assessment procedures approved by Senate. Unless stipulated otherwise the General University Undergraduate Examination Regulations shall be used to guide the conduct of examinations of all postgraduate courses.
- b) In all Faculties/Institutes, the relationship between letter grades, award, numerical score and grade points shall be as follows:

Table 1.1: Grading System

Grade	Range of Marks	Grade Point	Description
A	70 - 100	5	Excellent
B+	60 - 69	4	Very Good
B	50 - 59	3	Good
C	40 - 49	2	Marginal Fail
D	35 - 39	1	Fail
E	0 - 34	0.5	Absolute Fail

- c) All coursework examination results must be submitted to Board of Postgraduate Studies (BPS) and Senate for approval.
- d) Candidates must successfully complete the coursework phase before they are allowed to proceed to the dissertation phase. Successful completion of the coursework phase shall mean attainment of a "B" grade or above (i.e. a grade point average (GPA) of at least 3.0) in all examinations.
- e) Candidates who fail in one to three courses in a semester shall be allowed to do supplementary examination(s) in the failed course(s).
- f) Candidates who fail in more than three courses in a semester shall be discontinued from studies.
- g) Candidates who fail a supplementary examination shall be allowed to carryover that course.

Carrying over courses into subsequent years shall imply repeating the failed courses by fulfilling all the requirement of the course(s). All carried over courses shall be cleared within the allowable maximum period of registration otherwise the student will be discontinued from studies. A carried over course shall be awarded a "B" grade.

2.2 Masters by Coursework and Dissertation

Students who intend to do their Master's degree by coursework and dissertation will have to observe the following procedures:

- a) To complete the coursework component of the programme in which a student must pass a minimum number of units, including all the prescribed core courses in the programme.
- b) On Senate's approval of the coursework results, the candidate proceeds to the dissertation phase of the programme.
- c) A minimum of 180 credits shall be required out of which 120 credits come from two semester coursework and 60 credits from a dissertation.
- d) To make at least two seminar presentations, one during the research proposal writing stage and the other during research stage before sitting for end of semester examination or submission of dissertation.
- e) To produce a manuscript for publication based on their research findings. Candidate and Supervisor will endeavour to publish the manuscript in a reputable journal. This will be handled administratively without jeopardising the candidate's final submission.

2.3 PhD by Coursework and Dissertation

- a) A candidate in a PhD degree programme by Coursework and Dissertation shall be required to make at least three seminar presentations, one during the proposal writing stage and the other two during the research stage before examination.
- b) For a candidate to qualify for an award a minimum of six semesters with 540 credits shall be required whose accumulation shall be spelt out in the University's regulations pertaining to postgraduate studies as guided by the credit system provided in the UQF.
- c) For a candidate to qualify for the PhD award he/she shall have at least one accepted manuscript (article/paper) in a peer reviewed journal based on research and the journal should be acceptable or recognized by MUM.

3.0 THESIS/DISSERTATION PHASE

3.1 General Regulations

- a) Candidates doing a Postgraduate programme by coursework and dissertation and who have qualified to continue with the dissertation phase after the coursework part, shall be required to submit a dissertation in partial fulfilment of the degree requirements, after a specified period set by the relevant Faculty or Institute.
- b) Every thesis/dissertation submitted must be satisfactory with respect to its format and text presentation.
- c) The grade for the dissertation shall contribute to the final grade point average (GPA).

3.2 Masters by Research and Thesis

Having satisfied admission criteria for Master's degree by thesis candidates will have to observe the following procedures;

- a) Within six months of the date of registration, the candidate must have presented a comprehensive substantive research proposal to a Higher Degree Faculty Board (HDFB) for approval.
- b) The proposal should not exceed 25 pages in length, typed in 12-point font size (Times New Roman) and in double-spaced lines. Each member of the department of postgraduate studies committee should be given a copy of the proposal for scrutiny at least seven days before the set date of seminar presentation.
- c) The HDBF will subsequently approve the proposals and report to the Senate for noting.
- d) To make at least three seminar presentations, one during the research proposal writing stage and the other two during the research stage before sitting for end of semester examination or submission of thesis.
- e) To accumulate a minimum of 180 credits in which all come from a thesis.
- f) To submit at least two paper manuscripts based on his/her research submitted to a peer reviewed journal and the journal should be acceptable or recognized by MUM.
- g) The duration of the registration period for Masters by thesis candidates, including the six months of developing and submitting a research proposal, shall be two years for full-time candidates and three years for part-time candidates.
- h) Maximum period of registration for Masters by thesis is four years for full time student and five years for part time.

3.3 PhD by Research and Thesis

- a) A candidate for a PhD by Research and Thesis degree programme shall be required to make at least three seminar presentations, one during the proposal writing stage and the other two during the research stage before examination.
- b) For a candidate to qualify for the PhD award a minimum of six semesters with 540 credits shall be required accumulated as spelt out in the University's regulations pertaining to postgraduate studies as guided by the credit system provided in the UQF.
- c) For a candidate to qualify for the PhD award he/she shall have at least one paper published and at least two accepted manuscripts (articles/papers) in a peer reviewed journal based on his/her research and the journal should be acceptable or recognized by MUM.
- d) The PhD degree examination requires the submission of a thesis/dissertation by the candidate, embodying the results of the research.

- e) No candidate may be permitted to submit a thesis/dissertation for the PhD degree in less than 24 months from the date of registration.

3.4 Examination of Masters' Thesis/Dissertation

- a) Every dissertation/thesis shall be examined by at least one independent internal examiner and one examiner external to the Department or Faculty or School or College or University.
- b) The examiners shall be required to submit their detailed reports on the thesis/dissertation to the Head of Department (using **MUM/PG. F13**) within a period of two months from the date of receipt of the thesis and within a period of one month for a dissertation.
- c) If the report is not received within three months, new examiners shall be appointed.
- d) For thesis programmes each examiner shall also be required to summarise his/her report on the thesis/dissertation by filling in summary form **MUM/PG. F13** with a definite recommendation for one of the following actions:
 - i. The degree be awarded to the candidate unconditionally;
 - ii. The degree be awarded subject to typographical corrections/minor revisions;
 - iii. The degree be awarded subject to substantial corrections and revisions as indicated in the examination report;
 - iv. The degree not be awarded, but the candidate may be allowed to revise and re-submit the thesis/dissertation for re-examination;
- e) The final marks of dissertation will be the average between internal and external examiners.
- f) Where the examiners differ significantly (one passes and another fails) in their overall recommendation, the BPS shall examine the case and recommend one of the following actions:
 - i. The recommendation of the External Examiner be adopted or
 - ii. New examiner be appointed to mark the thesis/dissertation
- g) The University shall pay honoraria to the External and Internal Examiners at the rate prescribed by Council and upon receiving detailed reports and summary reports of the thesis/dissertation under examination. The claims shall be made through filling in form **MUM/PG.F15** for both Internal and External Examiner.
- h) A dissertation or thesis passed subject to typographical corrections/minor revisions must be submitted for degree award within one month from the date of the Senate's approval of the examination results.
- i) A dissertation or thesis passed subject to substantial corrections and revisions must be submitted for degree award within three months from the date of the Senate's

approval of examination results. The Internal Examiner shall verify the corrections.

3.5 Examinations of Thesis/Dissertations and Award of a PhD Degree

- a) For every PhD candidate approaching submission Senate shall appoint, on the recommendation of the relevant Faculty/Institute, at least one independent internal examiner and two examiners external to MUM. The Examiners shall be required to assess the thesis/dissertation following standards prescribed by MUM.
- b) The examiners shall be required to submit their detailed reports on the thesis/dissertation within a period of two months from the date of receipt of the thesis/dissertation.
- c) If the reports are not received within three months, new examiners shall be appointed.
- d) The PhD thesis/dissertation should show evidence that the candidate has made an original and significant contribution to knowledge, and each examiner shall submit a summary of the report on the thesis/dissertation with a definite recommendation for one of the following actions: -
 - i. The PhD degree be awarded to the candidate unconditionally;
 - ii. The degree be awarded subject to typographical corrections and/or minor revisions;
 - iii. The degree be awarded subject to making substantial revisions and corrections as recommended;
 - iv. The degree should not be awarded, but the candidate be allowed to revise and resubmit the PhD thesis for re-examination after a further period of study and/or research;
 - v. The degree should not be awarded, but the candidate be permitted to re-submit the work in a revised form for a Masters' Degree award;
 - vi. The thesis/dissertation be rejected outright.
- e) Where the examiners are not in agreement in their overall recommendation, BPS shall consider the case and recommend one of the following actions:
 - i. The recommendation of the External Examiner be taken;
 - ii. An additional independent examiner be appointed;
- f) A thesis/dissertation not accepted as per regulation (e) above must be re-written and re-submitted for re-examination within 18 months.

3.6 Viva voce Examination for Masters' Candidates

- a) For Master's Degree programmes involving examinations of dissertation or thesis candidate shall, in addition to writing a dissertation or thesis, appear for a *viva voce* examination.
- b) The *viva voce* shall be conducted to a panel of at least six members, namely:
 - i. Chairperson who is appointed by the University authority;
 - ii. External Examiner(s) or a representative(s) who is/are appointed by the University authority;
 - iii. Internal Examiner(s) who examined the thesis;

- iv. Head of Department where the candidate is registered or his/her Appointee;
 - v. Research Supervisor(s) without voting power; and
 - vi. Secretary to the Panel without voting power who shall be appointed by the Head of the Department where the candidate is registered.
- c) For a Master degree programme by coursework and dissertation, the duration of *viva voce* examination shall not exceed one hour and a half arranged in the following order:
- Maximum of 30 minutes of an oral presentation;
 - Maximum of 45 minutes of questions and answers; and
 - Maximum of 15 minutes of deliberations.
- d) For a Master degree programme by research and thesis, the duration of the *viva voce* examination shall not exceed two hours arranged in the following order:
- Maximum of 30 minutes of an oral presentation;
 - Maximum of 75 minutes of questions and answers; and
 - Maximum of 15 minutes of deliberations.
- e) For a professional Master's degree, the candidate shall appear before a panel of professionals in the discipline of the programme.
- f) The questions to be asked in the oral presentation shall primarily focus on the candidate's thesis research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity on the thesis subject matter.
- g) The panel shall have the power to nullify the final results from IE and EE if the candidate fails to present the work as his/her own and also fails to establish his/her level of academic maturity on the research subject matter. The panel also shall have the power to change the final grade if IE and EE are among the panelists.

3.7 *Viva voce* Examination for PhD. Candidates

- h) In addition to writing a thesis/dissertation, the PhD candidate shall appear for a *viva voce* examination.
- i) The *viva voce* examination shall take place only after the Senate has been satisfied that the thesis/dissertation submitted by the candidate is considered by the examiners to be of acceptable standard.
- j) For a professional doctorate degree, the *viva voce* panel shall include at least one member from the profession involved.
- k) The questions in the *viva voce* examination shall primarily focus on the candidate's thesis/dissertation research area.
- l) The members of *viva voce* panel shall be carefully selected as to ensure that the candidate is examined by sufficiently qualified and experienced scholars in the research (or related) area.
- m) The *viva voce* examination shall comprise at least five examiners but not exceeding

seven examiners appointed by the Senate through the BPS.

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

3.6.1.1 Chairperson (with voting power);

3.6.1.2 External Examiner (or his/her representative);

3.6.1.3 Internal Examiner who shall also be the Secretary to the Panel.

3.6.1.4 Research Supervisor who supervised the student;

3.6.1.5 Head of Department where the student is registered or his/her Appointee.

o) The Chairperson of the *viva voce* panel, who need not be a specialist in the candidate's thesis/dissertation area, shall be a senior academician (at least senior lecturer).

p) Panelists, who are unable to be present at the *viva voce* examination, shall submit their oral examination questions to the Faculty/Institute, and also nominate their representatives (where possible).

q) The *viva voce panelists* shall be provided with the examiners' reports, and copies of the candidate's thesis/dissertation, at least two weeks before the date of the oral examination.

r) The function of the *viva voce* shall be to ascertain that:

- i. Thesis/dissertation presented (the data, methodology, analysis and findings) is the original work of the candidate;
- ii. Broader subject area in which the study is based is fully grasped;
- iii. Uncertainties or weakness in the thesis/dissertation can be adequately clarified by the candidate; and

s) The *viva voce* panel shall, as far as possible, work towards arriving at a unanimous decision on the candidate's performance.

t) Where the panelists are unable to reach a consensus as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote in favour of passing the candidate shall be required for passing a *viva voce* examination.

u) At the end of the *viva voce* examination:

- i. The panel members shall sign a *viva voce* Examinations Results giving a specific recommendation to BPS on the candidate's performance with a definite recommendation for one of the following actions:
- ii. Candidate **PASSES** and no additional corrections in the thesis/dissertation are required;
- iii. Candidate **PASSES** subject to making minor corrections and revisions in the thesis/dissertation as stated in the *viva voce* proceedings, *within three months*;
- iv. Candidate is referred to make substantial corrections and revisions as stated in the *viva voce* proceedings *within six months*, and at least two *viva voce* panelists must certify that the corrections have been done as directed;
- v. Candidate fails but should be given another chance to resubmit and defend the

thesis/dissertation after eliminating the weaknesses detailed in the *viva voce* proceedings *within nine months*.

- vi. Candidate fails outright.
- v) The Chairperson of the panel shall also submit to BPS a comprehensive report approved by the oral panelists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions.
- w) Where there is disagreement between the recommendations of the thesis/dissertation examiners and those of the *viva voce* panelists, the BPS shall carefully study the case and recommend to Senate one of the following.
 - i. The candidate revises and re-submits the thesis/dissertation and subsequently re-appears for a further oral examination, within a specified period, but not exceeding 12 months from the date of the decision by Senate; or
 - ii. The candidate be deemed to have failed outright.
- x) The duration of the *viva voce* examination for PhD by coursework and dissertation shall not exceed two hours and a half arranged in the following order:
 - Maximum of 45 minutes of an oral presentation;
 - Maximum of 75 minutes of questions and answers; and
 - Maximum of 30 minutes of deliberations.
- y) The duration of *viva voce* examination for PhD by research and thesis shall not exceed three hours arranged in the following order:
 - Maximum of 45 minutes of an oral presentation;
 - Maximum of 105 minutes of questions and answers; and
 - Maximum of 30 minutes of deliberations.
- z) The Senate shall make the final decision on the PhD degree award to the candidate, on the recommendation of the BPS.
- aa) Any subsequent publications from a thesis submitted for the postgraduate degree shall contain a declaration stating that the work is based on a thesis submitted to the awarding University.
- bb) A *viva voce* examination shall be open to the general public but non-members of the *viva voce* panel shall be just observers.

3.8 Appeals

- a) Appeals must be lodged with the appropriate University authorities within six months from the date of approval of the results.
- b) Any appeal shall be lodged with the Board of the appellant's Faculty or Institute, which shall forward the appeal with observations to the BPS, whose observations and recommendations will be forwarded to Senate for approval.

- c) Appeals shall be lodged directly with the Deputy Vice Chancellor in charge of academics who shall forward them to the Senate with observations and recommendations herein.
- d) The candidate's appeal shall be entertained upon his/her payment of 100,000 Tanzanian shilling (TZS) as an appeal fee and 300,000 TZS as honoraria to External Examiner.
- e) A student may appeal to the Chairman of Senate against the decision of the Senate on his/her appeal by lodging the appeal through the DVC in charge of academics. Such an appeal shall only be entertained if it had at first been rejected by Senate and if the student presents new developments and/or grounds that were not and could not be made available to Senate.
- f) The Chairman of Senate's decision on an appeal, which shall be reported to Senate, shall be final and conclusive and no further appeal shall be entertained regarding the same issue.

4.0 SUPERVISION OF POSTGRADUATE STUDENTS

4.1 Introduction

The supervisor plays a critical role in encouraging, guiding and inspiring the research student. As such the supervisor has to clearly understand his/her role to effectively and properly dispense his/her duties and responsibilities in guiding the student across "the uncharted waters". Thus the supervisor is there not to watch, but to encourage, inspire and guide. The supervisor must have relevant experience, supervisory skills including the "soft skills" to be effective. In addition, the postgraduate student must endeavour to produce high quality research results. This entails being committed to the research, working hard, taking the supervisor's advice seriously and adhering to rules and regulations governing postgraduate research.

4.2 Assigning Supervisor (s)

When applications are considered for thesis and coursework candidates and dissertation candidates who have qualified to continue with the dissertation component, the heads of relevant departments are required to recommend supervisor(s) for each candidate, having considered the candidate's preference of a supervisor. The Head of Department should carefully consider the proposed supervisor's area of expertise, his/her qualifications and experience before nomination to a supervisory role. The relevant Faculty/Institute shall appoint supervisors and send appointment reports to the BPS.

4.3 Training

The University shall endeavour to provide post- PhD training in supervisory skills including the "soft skills" (effective communication, relationship management, time management, life skills and conflict resolution), research philosophy and management, and university policies and practices with respect to postgraduate supervision.

4.4 Ethics and Code of Practice

- a) Students and supervisors must be aware of and comply with the University's research ethics requirements as determined by the Ethics Committee.
- b) Students and supervisors must be aware of ethical issues related to supervision as stated in the codes of conduct.
- c) Both supervisors and candidates should keep a diary of their interaction.

4.5 General Duties and Responsibilities of a Supervisor

- a) The Supervisor is the University's agent in ensuring that:
 - i. A student maintains satisfactory progress;
 - ii. The student receives adequate advice and encouragement on the thesis/dissertation research project;
 - iii. The work being done on thesis/dissertation is reviewed critically and on a continuous basis.
- b) From University's point of view, a positive attitude and relationship between the supervisor and the student is essential in order to;
 - i. Ascertain that the student successfully and timely completes the research work;
 - ii. Identify problems, or inadequate work, early enough to avoid unnecessary frustrations to the candidate;
- c) Since the supervisor is the agent of the University in ensuring that the student's work attains a satisfactory standard, s/he should be an active member of the Department, who is well acquainted with all the University's postgraduate regulations. Where there is more than one supervisor, the principal supervisor must be an active member of the department.
- d) As far as possible, the supervisor should supervise students only in his/her area of expertise. This would help to ensure high standards of attainment, and to avoid possible embarrassment resulting from rejection of theses classified as shallow by examiners.
- e) The supervisor should know the distinction between his/her expected role, when supervising a Master's degree dissertation/thesis and a PhD degree dissertation/thesis. She/he should understand that, in essence:
 - i. The Masters Research programme is designed as a training course, in which the candidate is expected to:
 - a) Be exposed to the fundamentals of research;
 - b) Learn how to design, execute and report research results in a scholarly manner;
 - c) Make some important contribution to knowledge, even though it may not be very original. Because she/he lacks previous research

experience, the Master's degree student requires close and careful supervision at all times, but more so during the early stages when learning the research techniques, and at the time of thesis writing.

- ii. The PhD. programme, in contrast, is a recognition of successful postgraduate research *experience*. Here the supervisor should recognise that the candidate had already acquired some training experience in research as a Master's degree student. Consequently, for the PhD the supervisor should expect the student to:
 - a) Make a distinct contribution to new knowledge, theoretically and empirically;
 - b) Produce significantly more original work than required for the Masters programme;
 - c) Undertake deeper and more extensive review of relevant literature than is the case for the Masters student;
 - d) Be more critical in the analysis of data; and
 - e) Exercise more independence in the research process than for the Master's Degree research programme.
- f) After the first year, the PhD. student should be able to work more independently. Nevertheless, it is the responsibility of the supervisor to guide the candidate in the right direction.
- g) The supervisor should assist the student to formulate an appropriate research proposal. The research proposal must be approved by the HDFB before the student formally begins research activities.
- h) The supervisor has the responsibility of focusing ahead, and seeing the potential and limitations of the research problem, before the candidate goes too far with the research work. She/he should be capable of foreseeing, through his/her previous research experience, whether or not the student will get meaningful data within two to three years of research or whether the proposed research is suitable for a higher degree. The supervisor should have this foresight in order to reduce the common problem of students' "wasted effort" to a minimum.
- i) The supervisor has the responsibility of monitoring the student's progress throughout the research period. There are various methods through which she/he can do this, including:
 - i. Requesting the candidate to submit periodic reports (every six months) about his/her research progress. The reports may well constitute drafts of the final thesis/dissertation. In reviewing them, the supervisor should take the opportunity to advise the candidate on matters of presentation, and if necessary, to make suggestions where modifications are required.
 - ii. Maintaining regular consultations with the candidate (at least once every month) to discuss the research work. Frequent consultations help to make the supervisor aware of new problems in the student's research since the last report, and to suggest remedial measures, before it is too late.
 - iii. Facilitating seminar presentations by the candidate. The supervisor should thus

ensure that his/her postgraduate student delivers at least one seminar in each year of his/her research undertaking.

- j) Although writing a thesis/dissertation is the responsibility of the student, it is the supervisor's responsibility to ensure that the student submits a thesis/dissertation of a standard that is acceptable for the intended degree. In order to enhance the presentation of an acceptable thesis/dissertation, the supervisor should:
 - i. Be accessible, and show interest and enthusiasm in the student's research work;
 - ii. Read the candidate's drafts carefully and critically, giving constructive suggestions on how and where the thesis could be improved;
 - iii. Provide timely feedback to the work submitted by the student, as much as possible within two to three weeks of receiving them.
 - iv. In the end, read the entire final draft, and satisfy himself/ herself that the dissertation/thesis is suitable for examination.
- k) The supervisor's role is to advise and guide the student, and not to write the thesis/dissertation for the student such that the work becomes a reflection of the supervisor. The student is fully responsible for the work and its fate.
- l) The supervisor may recommend to the Head of Department the potential External Examiners for the student's thesis.
- m) The supervisor should guide the student in revising the thesis/dissertation, in the event that such revisions are recommended by the examiners.
- n) If the candidate's sole supervisor is away from the University for more than two (for Masters) or three (for PhD) consecutive months, a temporary supervisor should be appointed.

4.6 Postgraduate Research Students' Responsibilities

In terms of responsibilities, the postgraduate student is expected:

- a) To maintain regular contact with the supervisor(s);
- b) To maintain progress in accordance with the agreed work plan;
- c) To attend specific taught courses and any other training sessions identified by the supervisor(s);
- d) To assist in undergraduate teaching which the Department and/or Faculty/Institute, cognisant of the specific terms and conditions of their sponsorship, have assigned them;
- e) To attend regularly in the Department or other assigned place of work, and ensure that the University's permission is granted for any absence (even to conduct research);
- f) To make regular presentations on progress to the supervisor, Departmental seminars, and specified group(s), as required by the supervisor /Department;
- g) To make himself / herself aware of, and abide with, the Health and Safety Regulations, for his / her welfare and that of colleagues.
- h) To operate instruments, apparatus, equipment and plants in a way which optimises safety, precision and longevity;
- i) To decide, after consultation with the supervisor, when to submit the thesis / dissertation;

- j) To exercise the highest level of maturity, honesty and integrity in all curricular and extra-curricular activities.

4.7 Conflict Resolution during Supervision

- a) In the course of the student's research, a situation may develop where one or more of the following may happen:
 - i. A breakdown in communication between the student and the supervisor;
 - ii. Personal clashes and conflicts between the student and the supervisor;
 - iii. A hostile relationship between the student and the supervisor;
 - iv. Refusal by the student to follow the supervisor's advice.
- b) When such a situation occurs, the supervisor and/or the student should report the problem, in writing, to the Head of the relevant Department, with a copy to the Dean/Director of the relevant Faculty/Institute. The Head should study the nature of the problem and recommend to the Dean/Director and subsequently to BPS, one of the following actions:
 - i. The student be warned, in writing, about his/her weaknesses or conduct (if it is established that s/he is the cause of the problem);
 - ii. The student be transferred to another supervisor (where possible and necessary);
 - iii. The supervisor be informed about his/her weaknesses (if it is established that the supervisor is the source of the problem). Depending on the severity of the problem, the supervisor may continue to guide the student, or student be transferred to another supervisor.
 - iv. An advisory panel be established by the Head of Department to guide the student, if there is no any other person in the Department who has the expertise to supervise the student; and
 - v. Any other reasonable action, including instituting disciplinary proceedings against the student and/or supervisor.

4.8 Supervision Load and Remuneration

- a) The number of students a supervisor can be responsible for depends on his/her rank and other duties in the department/college/school/institute, including the teaching load.
- b) The maximum number of postgraduate students a single staff member supervises in a year should not exceed fifteen (15) for Masters and five (5) for PhD. This would ensure that candidates are adequately supervised.
- c) The supervisor should allocate an agreed-upon number of hours per week/month to each student.
- d) Every qualified academic staff (with at least a PhD) should have the opportunity to supervise postgraduate students.
- e) As an incentive and as a token appreciation for the supervisor's work (**MUM/PG. 14**), the University shall do the following:
 - i. Pay an annual, or else a semester, supervision allowance to supervisors as Council may from time to time prescribe; and
 - ii. Give the supervisor a copy of the candidate's thesis/dissertation as his/her permanent

record of the work he/she has supervised.

- f) There should be no link between the payment of the supervision allowance and the candidate's fate (i.e. the supervisor should be paid the allowance even if the candidate fails).
- g) Timeline for Proposal Processing:
 - i. Heads of Department with the candidate will propose a supervisor.
 - ii. After careful considerations Head will nominate the Supervisor and send this nomination to the relevant Faculty.
 - iii. Faculty will appoint the Supervisor and send appointment reports to BPS
 - iv. Writing of the proposal should not exceed six (6) months after formal appointment of the Supervisor.
 - v. *Candidate to make at least one presentation of their proposal to HDFB or respective Department if it has adequate number of experts in the area.*
 - vi. If satisfied, HDFB (secretariat) or Head of Department will write (attaching the proposal) to request the Chair of BPS/Director of PS to allow the candidate to proceed to the field to collect data.
 - vii. HDFB or Head of the Department depending on the need, to arrange two seminar presentations for the candidate; one during research stage and second before submission of the research report. All these presentations are to strengthen the candidate's research report.
 - viii. If satisfied, Supervisor and the candidate will give notice in writing to the Chairperson of HDFB (form MUM/PG. F6) of intention of submission to DPS.(section 5.2.13)
 - ix. DPS will henceforth initiate the procedure to appoint IE and EE for the candidate's report.

5.0 DOCUMENT PREPARATION

5.1 PREPARATION OF PROPOSAL

The proposal should not exceed 25 pages including references. The proposal submitted to MUM at any level may have the following composition.

a) **Front page:**

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

- i. Name of the candidate:
- ii. Registration number of the candidate:.....
- iii. Proposed degree programme:.....
- iv. Department:.....
- v. Faculty:.....

vi. Name of supervisor(s):

vii. Title to the thesis problem

b) Main body of the proposal

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

1. Introduction

1.1 Background of the Problem

1.2 Statement of the Problem

1.3 Research Objectives

1.4 Significance of the Study

2. Literature Review

3. Research Methodology

3.1 Research Design

3.2 Study Area

3.3 Study Population

3.4 Sample Size Determination

3.5 Sampling Procedures

3.6 Data Collection Methods

3.7 Data Analysis Plan

3.8 Reliability and Validity of Data

3.9 Ethical Consideration

3.10 Proposed Budget

3.11 Duration

Note: The details of item 3.10 and 3.11 above may also be attached as part of appendices.

4. References

Appendices (if any)

5.2 PREPARATION AND SUBMISSION OF DISSERTATIONS AND THESES

5.2.1 General Instruction

Candidates must follow the specifications laid out in these guidelines when preparing their dissertations and theses. Candidates who will NOT follow these specifications their dissertations and theses will not be accepted.

5.2.2 Preparing the Dissertation and Thesis Manuscript

- c) Dissertation and thesis size limits:
 - i. Postgraduate diploma research/project paper/report: 50 pages with a tolerance limit of $\pm 20\%$ including appendices.
 - ii. Master's dissertations: 100 pages with a tolerance limit of $\pm 20\%$ including appendices.
 - iii. Master's theses: 200 pages, with a tolerance limit of $\pm 20\%$ including appendices.
 - iv. PhD dissertations: 250 pages, with a tolerance limit of $\pm 20\%$ including appendices.
 - v. PhD theses: 300 pages, with a tolerance limit of $\pm 20\%$ including appendices.
- d) Candidates should use gender neutral language in writing their dissertations/theses unless the nature of the research requires the use of gender specific language.
- e) With the exception of the postgraduate degree programmes in Kiswahili and Arabic the dissertation and thesis shall be written in the English Language, specifically British English. Other English forms or standards are not accepted.
- f) The dissertation and thesis must be printed on A4 (210 x 297 mm), white quality paper.
- g) Candidates should paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals (i.e., i, ii, iii, etc) beginning with the title page. The body of the thesis/dissertation's pages should be numbered in Arabic numerals (i.e., 1,2,3,4, etc.) consecutively throughout. The page numbers should be centred at the bottom of the page.
- h) Text must be in the following format:
 - i. Typewritten/word-processed
 - ii. In a font of 12 points (Times New Roman)
 - iii. Double spaced and evenly distributed with full justification
 - iv. Clear where a new paragraph is starting
 - v. The left-hand margin must be 4.0 cm from the left edge of the paper
 - vi. The right-hand margin must be 2.5 cm from the right edge
 - vii. The top margin should be 2.5 cm from the top of the page
 - viii. The bottom margin must be 2.5 cm from the bottom of the paper
 - ix. Printed on single-sided right hand pages only
- i) The title page must be arranged as follows:
 - i. The title of the dissertation or thesis must be written in CAPITALS (well

- indented, centred) in 14 points bold fonts.
- ii. The name of the author should be inserted at the centre of the title page and also written in CAPITALS, 14 points bold.
 - iii. The following words must be inserted below the author's name: "A Dissertation/Thesis (whichever is applicable) Submitted in Partial Fulfilment (for Dissertations) or in Fulfilment (for Theses) of the Requirements for the Degree of (insert name of the degree) of the Muslim University of Morogoro"; give the date (month and year) of completion of the dissertation/thesis (the year when the final corrections to the thesis/dissertation were made). They should also be written in CAPITALS, 14 points bold.
- j) In a single bound volume, thesis/dissertation material should be arranged in the following sequence:
- i. Cover page
 - ii. Title page
 - iii. Certification
 - iv. Author's Declaration and Copyright
 - v. Acknowledgements
 - vi. Dedication, if any
 - vii. Abstract
 - viii. Table of contents
 - ix. List of tables, figures, illustrations, etc.
 - x. List of accompanying material, if any
 - xi. List of abbreviations/acronyms used
 - xii. Main text divided into chapters, sections, etc.
 - xiii. References
 - xiv. Appendices (if any)
- k) When using units of measures, it is required that System International Units, such as kilograms, meters, etc. are applied. These units should always be spelled out in full unless they are preceded by numbers, e.g. 20 kg, 100 m, etc. In case of expressing rates, use the notation like 80 km/h, \$200/kg, etc. Note that, abbreviations for units are the same for singular as well as plural.
- l) Sometimes, it may be required to use abbreviations of organizations or technical terms. When such need arises, then, such words/statements should be spelled out in full at the first time they occur in the thesis/dissertation followed by the abbreviation in the bracket, e.g. Muslim University of Morogoro (MUM). Thereafter, use of the abbreviation alone should follow. When using acronyms and names of degree programmes, omit the full stops, e.g. The United Republic of Tanzania (use URT not U.R.T), Doctor of Philosophy (write PhD not Ph.D.), etc.
- m) When writing formulae of chemicals, internationally accepted format should be used (Use Elsevier Scientific Approach). Example, Ca^{2+} or CO^{2-} instead of Ca^{++} or CO^{-} . Also, isotope numbers should be written before the symbols, e.g. ^{13}O .

5.2.3 Proof-reading and Editing

Candidates should ensure that the written dissertation and thesis demonstrates a high standard of proof-reading and copy editing (including attention to layout, spelling, grammar, sentence structure). The thesis/dissertation should be checked for accuracy, including references, cross-references and sequences of numbers. Figures, diagrams and tables must be numbered sequentially in the manuscript.

Candidates should note that, as a general rule, supervisors are not expected to edit a dissertation or thesis. If a thesis/dissertation requires editing, the supervisor(s) may advise the candidate of the need and, if appropriate, give advice on where to obtain help with typographical proof-reading and editing.

Candidates are responsible for ensuring that no changes are introduced to the intellectual content in the process of typographical editing.

5.2.4 Certification

The supervisor(s) should certify that they have read the thesis/dissertation, and found it to be in a form acceptable for examination. The statement is for the initial submission; at the final submission, the supervisor should sign again and certify for acceptance.

5.2.5 Declaration by the Candidate

Every thesis/dissertation submitted for a postgraduate degree of the Muslim University of Morogoro must be accompanied by a declaration by the candidate to the satisfaction of Senate, stating that it is the candidate's own original work, and that it has not been submitted for a similar degree award in any other University.

5.2.6 Statement of Copyright

The thesis/dissertation shall contain the following statement of copyright by the author:

“This thesis/dissertation is copyright material protected under the Berne Convention, the Copyright Act of 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealing; for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Deputy Vice Chancellor (Academic), on behalf of both the author and the Muslim University of Morogoro”.

5.2.7 Acknowledgements

In this section, the candidate should acknowledge the people or institutions that rendered support or other assistance, which made the execution of the thesis/dissertation work possible.

5.2.8 Abstract

The abstract should be concise but comprehensive. It should be on one page, if possible. The abstract should highlight the important points of the thesis/dissertation, including the key

methodological points, important results and the main conclusions.

5.2.9 Table of Content

The candidate should include a Table of Contents. This can be generated automatically from the text or prepared manually. The list of tables, figures and illustrations should be included on a separate page and arranged in the same format as the Table of Content.

5.2.10 Body of Text

- a) Tables, figures, diagrams and plates should be numbered in separate sequences, and should be cited/ referred to in the text. Each table and illustration should have a full caption. Tables and figures should be gauged at 1.5-line spacing except when they come from a different published or unpublished work and used in the appendix to substantiate findings. Further, the text should be “justified” as regard to its alignment with all text headings and sub-headings left aligned. HEADINGS FOR CHAPTERS should be written in capital letters and centred at the beginning of a fresh page. Tables and figures should also be centred.
- b) The text should contain a comprehensive Introduction; a Statement of the Research Problem, Objectives and Hypotheses (or Research Questions), Significance of the research; Literature Review and Theoretical/Conceptual Framework; Methodology: details of the Methods used in the research, description and statistical analyses of the research data, Issues of validity and reliability of results; and Discussion of the results, Conclusions, and possibly also Recommendations and Suggestions for further research.

5.2.11 References

All sources cited in the text should be included in the list of references. References should be arranged in alphabetical order at the end of the thesis/dissertations, beginning with author’s name. Departments may differ in the specific referencing styles and candidates are advised to consult their respective faculty or institute authorities for appropriate referencing styles in their units. Where there is no guidance, the American Psychological Association (APA) citation style, 7th edition manual of 2020 should be used.

5.2.12 Appendices

Appendices should contain detailed data or information that explains the summaries provided in the main text. All appendices must be referred to in the text.

5.2.13 Submission of Dissertations and Theses

- a) At least three months before submitting a dissertation or a thesis a PhD candidate shall, through the supervisor, Department and Faculty/Institute, give notice in writing to the Chairperson, HDFB, expressing intention to submit the dissertation/thesis. This notice shall be submitted using form **MUM/PG. F6**.
- b) No examination arrangements will be made unless a PhD candidate has given notice

of intention to submit.

- c) Candidates should not submit their dissertations or theses until their main supervisors have had an opportunity to comment on the thesis/dissertation, and have certified in writing that the thesis/dissertation is ready for examination.
- d) Candidates shall initially submit six (for PhD) and four (for Masters' degree) copies of dissertation or thesis in a loose bound form for examination.
- e) After satisfactorily having completed all the corrections recommended by examiners, the candidate should submit four or six copies (for Masters and PhD respectively) of hardbound theses/dissertations to the Faculty/institute office for distribution to relevant offices and individuals. Each copy shall be bound in black washable buckram with stiff boards.
- f) The spine shall be embossed in gold, bearing;
 - i. The surname and initials of the candidate;
 - ii. The degree for which the thesis/dissertation has been submitted; and
 - iii. The year of degree award
 - iv. The writing on the spine should read from the bottom to the top.
- g) The title of the work shall be printed in gold letters on the front cover of the hardbound volume.
- h) Candidates may arrange the binding of their thesis/dissertation with any binding firm provided they follow the specifications indicated in these guidelines.

5.2.14 Final Submission of Dissertation/Thesis

- Candidates are required to submit

For PhD:

1. Six bound hardcopies
2. Review of thesis/dissertation binding form filled by student and supervisor to the Director of Postgraduate Studies through Department.
3. Internal and External Examination reports.
4. Viva Voce Examination report (if applicable)
5. Course work examination results (if applicable)
6. Page of abstract in hard and soft copy (both English and Swahili translation)
7. Title page in hard copy
8. The Thesis or Dissertation in soft copy in PDF Format saved in a CD-

ROM.

9. An editable (Word format) soft copy containing abstract saved in the same CD-ROM as per item 8.
10. A photocopy of approved publication - 1st page only which shows the title and author of the publications.
11. Evidence of Payment of fees from the Bursar's Office

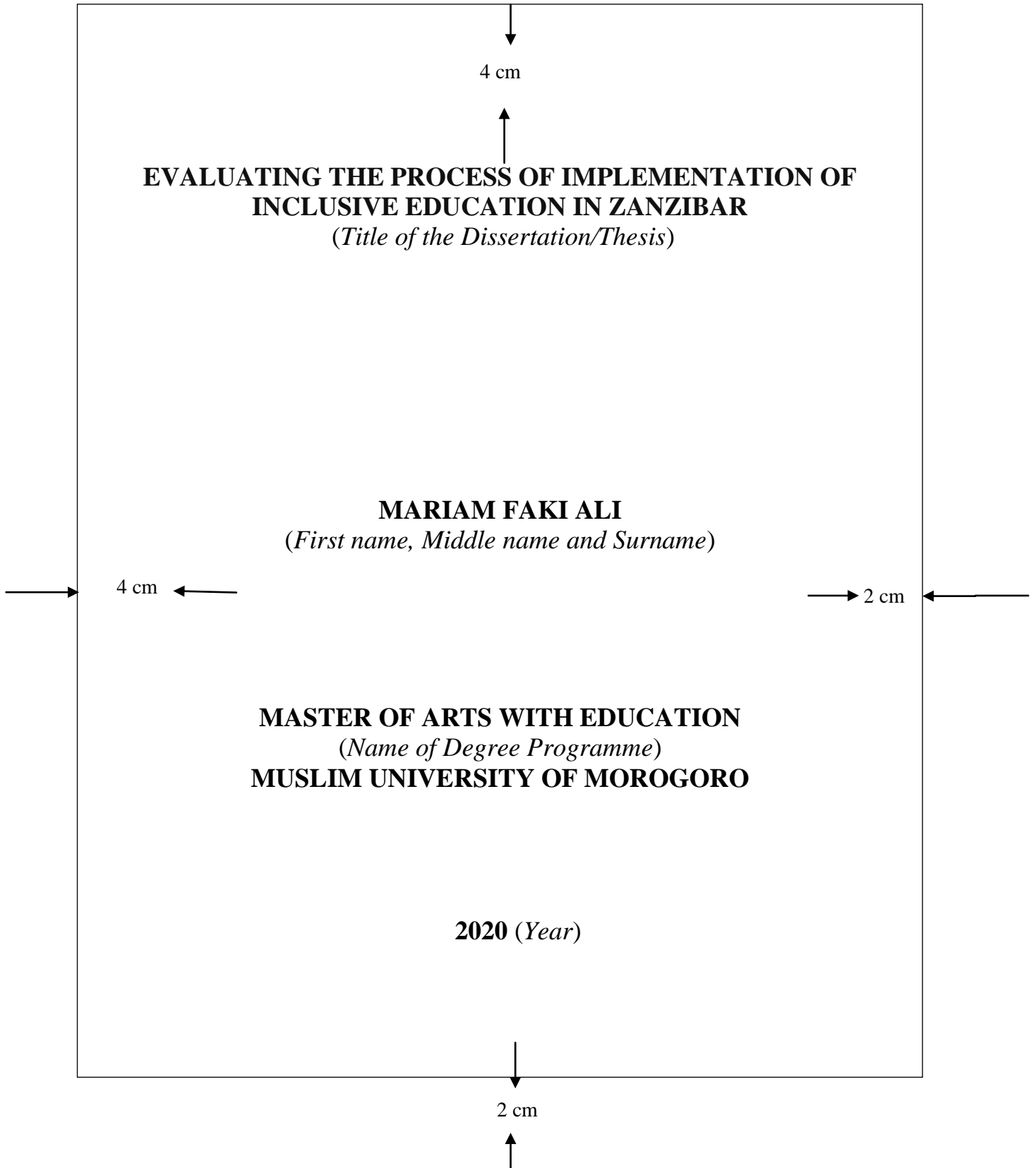
For Masters:

1. Four bound hardcopies
2. Review of thesis/dissertation binding form filled by student and supervisor to the Director of Postgraduate Studies through Department.
3. Internal and External Examination Reports.
4. Oral presentation examination report (if applicable)
5. Page of abstract in hardcopy.
6. Title page in hardcopy.
7. Coursework examination results. (if applicable)
8. The Thesis or Dissertation in soft copy in PDF Format saved in a CD-ROM.
9. An editable (MS Word Format) soft copy containing abstract saved in the same CD-ROM as per item 8.
10. A proof of submission of paper manuscript in a peer-reviewed journal verified by the supervisor.
11. Evidence of Payment of fees from the Bursar's Office

6. PRELIMINARY PAGES FOR THE THESIS/DISSERTATION

COVER PAGE

(All should be in capital letters, 14 Font size, Bolded, Centred)



TITLE PAGE

(All should be in capital letters)

**EVALUATING THE PROCESS OF IMPLEMENTATION OF
INCLUSIVE EDUCATION IN ZANZIBAR**

(Title of the Dissertation/Thesis)

Mariam Faki Ali

(First name, Middle name and Surname)

**A Dissertation/Thesis Submitted in Partial Fulfilment/Fulfilment of
the Requirements for the Degree of Master of Arts with Education
of the Muslim University of Morogoro**

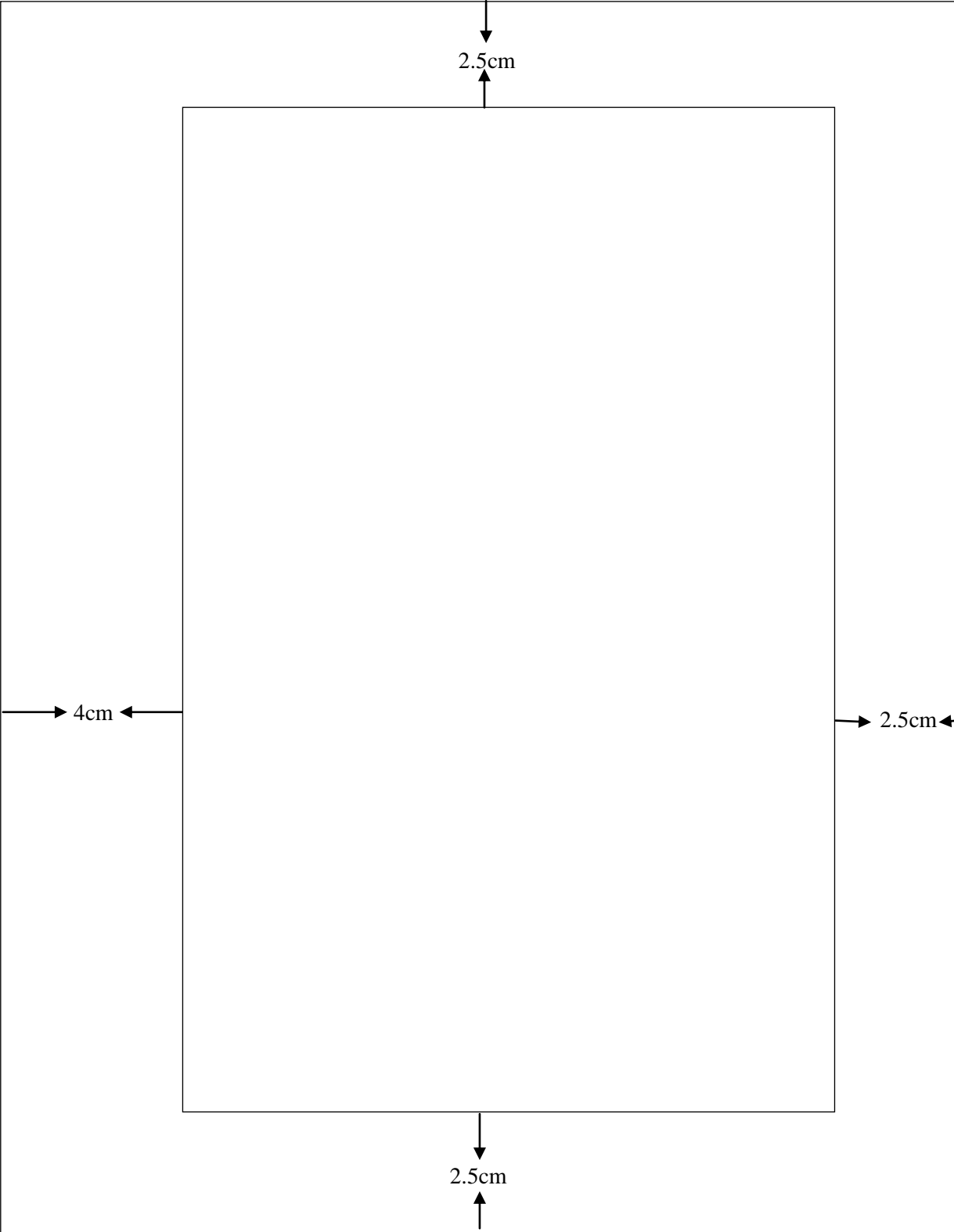
*(Please, use appropriately; dissertation is partial fulfilment while thesis
is fulfilment)*

Morogoro, Tanzania

Month, Year

2.5cm

TEXT PAGES



(A Sample of Certification Page of Thesis/Dissertation Submitted for Acceptance)

CERTIFICATION

The undersigned certify that they have read and hereby recommend for acceptance by Muslim University of Morogoro a dissertation/thesis entitled: Exploring Traditional Madrasahs and Islamic Integrated Schools in Zanzibar, in fulfilment/partial fulfilment of the requirements for the degree of Master of Arts (Education) of the Muslim University of Morogoro.

.....

(Name of Supervisor 1)

Signature: Date:

.....

(Name of Supervisor 2)

Signature: Date:

DECLARATION AND COPYRIGHT

I, **Mariam Faki Ali**, declare that this thesis is my own original work and that it has not been presented and will not be presented to any other institutions for a similar or any other degree award.

Signature:

This thesis is copyright material protected under the Berne Convention, the Copyright Act 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealings, for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Deputy Vice Chancellor (Academic), on behalf of both the author and the Muslim University of Morogoro.

ACKNOWLEDGEMENTS

DEDICATION

Dedication (optional)

ABSTRACT

The abstract should provide a summary of the work in preferably one page. [Single Spacing].

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LIST OF ABBREVIATIONS

MUM	Muslim University of Morogoro
SUA	Sokoine University of Agriculture
TCU	Tanzania Commission for Universities
UDSM	University of Dar es Salam
UDOM	University of Dodoma

CHAPTER ONE

INTRODUCTION

1.1 Background of the Problem

1.2 Statement of the Problem

1.3 Research Objectives

1.4 Research Questions

1.5 Significance of the Study

CHAPTER TWO
LITERATURE REVIEW

CHAPTER THREE
RESEARCH METHODOLOGY

3.1 Research Design

3.2 Study Area

3.3 Study Population

3.4 Sample Size Determination

3.5 Sampling Procedures

3.6 Data Collection Methods

3.7 Data Analysis Plan

3.8 Reliability and Validity

3.9 Ethical Consideration

CHAPTER FOUR
FINDINGS AND ANALYSIS

CHAPTER FIVE
DISCUSSION OF THE FINDINGS

CHAPTER SIX¹

SUMMARY, CONCLUSION AND RECOMMENDATIONS

- Summary
- Conclusion
- Recommendations and Suggestions for Further Research

¹ The number of chapters may vary depending upon the recommended style by the respective department.

REFERENCES

(References should be listed in the format prescribed by MUM).

A Sample of APA (7th Edition) Citation and Referencing as Recommended by MUM.

IN-TEXT CITATIONS

Examples of in-text citations – APA 7th Edition

APA format follows the **author-date method** of in-text citation. The **author's last name** and the **year of publication** of the source must appear in the text. Include **page number(s)** if you need to be specific (e.g. direct quotes).

One author	<p>... (Ritter, 2013).</p> <p>OR Ritter (2013) found that ...</p> <p>... (Azure OpenAI, 2023).</p> <p>OR Azure OpenAI (2023) pointed out</p>
Two authors	<p>... (Conway & Chang, 2020).</p> <p>OR Conway and Chang (2020) found that ...</p>
Three or more authors	<p>... (Fischer et al., 2006).</p> <p>OR Fischer et al. (2006) found that ...</p>
Group author with abbreviation	<p>First citation</p> <p>... (European Public Health Association [EUPHA], 2020).</p> <p>OR European Public Health Association (EUPHA, 2020) found that ...</p> <p>Subsequent citations</p> <p>... (EUPHA, 2020).</p> <p>OR EUPHA (2020) found that ...</p>
Group author without abbreviation	<p>... (University of Pittsburgh, 2020).</p> <p>OR University of Pittsburgh (2020) found that ...</p>
Citing specific parts of a source (e.g. direct quote)	<p>Page number(s) must be given for a direct quote.</p> <p>As pointed out by Tufte (2001), "a graphical element may also perform a design function" (p. 139).</p> <p>OR It was pointed out that "a graphical element may also perform a design function" (Tufte, 2001, p. 139).</p>

REFERENCE LIST

Reference lists in APA are **arranged alphabetically by author**. When citing sources in the reference list, **invert all authors' names**, providing the surname first, followed by a comma and the initials. **Use a comma to separate authors' names**. Give surnames and initials for up to 20 authors. Use an ampersand (&) before the final author's name. When there are 21 or more authors, include the first 19 authors' names, insert an ellipsis (but no ampersand), and then add the final author's name. The following examples are based on information provided in the Publication Manual of the American Psychological Association, Seventh Edition.

- **Entire book**

Author, A. A., & Author, B. B. (Year of publication). Title of work: Subtitle (edition.)<if not the first>. Publisher.

Editor, A. A. (Ed.). (Year of publication). Title of work: Subtitle. Publisher.

Chan, T. C., & Sin, H. (2009). *Construction project management: From theory to practice*. Prentice Hall.

Gibert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., & Botros, N. (2004). *Television: The critical view* (5th ed.). Prentice Hall.

Note: Capitalize only the first word of the title and of the subtitle, and any proper nouns.

- **Book chapter** - in an edited book which contains a collection of chapters written by different authors and collated by editor(s)

Author of Part, A. A., & Author of Part, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), Title of book: Subtitle of book (edition, pp. xxx-xxx). Publisher.

Antenbrink, F. (2011). Securing financial independence in the legal basis of a central bank. In S. Milton & P. J. N. Sinclair (Eds.), *The capital needs of central banks* (pp. 83-95). Routledge.

Note: Italicize the book title, but not the chapter/part title.

- **Journal article**

Article Author, A. A., & Article Author, B. B. (Year of publication). Title of article: Subtitle of article. Title of Journal, volume number (issue number if necessary), pp-pp. <https://doi.org/xxxxxxxx>

Sperry, R. W. (1986). Science, values, and survival. *Journal of Humanistic Psychology*, 26(2), 8-24. <https://doi.org/10.1177/0022167886262002>

Stanev, E. V. & Kandilarov, R. (2012). Sediment dynamics in the Black Sea: Numerical modelling and remote sensing observations. *Ocean Dynamics*, 62(4), 533-553. <https://doi.org/10.1007/s10236-012-0520-1>

Note: Capitalize all the major words in the journal title. Italicize the journal title and volume number.

- **Online journal article**

Article Author, A. A., & Article Author, B. B. (Year of publication). Title of article: Subtitle of article. Title of Journal, volume number (issue number if necessary), pp-pp.

<https://doi.org/xxxxxxx> <or Internet address>

Sperry, R. W. (1986). Science, values, and survival. *Journal of Humanistic Psychology*, 26(2), 8-23.
<https://doi.org/10.1177/0022167886262002>

Nguyen, K., Hignett, E., & Khachemoune, A. (2020). Current and emerging treatment options for metastatic melanoma: A focused review. *Dermatology Online Journal*, 26(7).
<https://escholarship.org/uc/item/24g3k7z5>

- **Newspaper article**

Article Author, A. A. (Year, Month date). Title of article. *Title of Newspaper*, pp-pp.

Schwartz, J. (1993, September 30). Obesity affects economics, social status. *The Washington Post*, A1, A4.

Harrabin, R. (2003, July 2). Dyslexics turn to coloured specs. *BBC News*.
http://news.bbc.co.uk/2/hi/uk_news/education/3038848.stm

- **Doctoral dissertation or master's thesis available from a database service**

Author, A. A. (Year of publication). *Title of dissertation or thesis* [Doctoral dissertation or master's thesis, name of the institution awarding the degree]. Name of database.

Francis, J. (2001). *Essays on globalization, unemployment, and economic geography* (Publication No. 3009107)[Doctoral dissertation, Michigan State University]. ProQuest Dissertations and Theses A&I.

- **Unpublished dissertation or thesis**

Author, A. A. (Year of publication). *Title of dissertation or thesis* [Unpublished doctoral dissertation or master's thesis]. Name of Institution awarding the degree.

Chow, E. P. (2010). *Decade of challenge: Youth elite sports development in Hong Kong* [Unpublished master's thesis]. City University of Hong Kong.

- **Internet document or website**

Author, A. A. (Year, Month Day). *Title: Subtitle*. Source or supplier information. <http://www.xxxx>

Gebler, D. (2010, April 1). *Ethics at a cross roads*. Blog: Business Ethics, Culture and Performance.
<https://managementhelp.org/blogs/business-ethics/2010/04/01/ethics-at-a-cross-roads/>

City University of Hong Kong. (2020). *Rules on academic honesty: Effective from semester A 2020/21*. http://www.cityu.edu.hk/provost/academic_honesty/rules_on_academic_honesty.htm

Fernandes, S. (n.d.). *Importance of social media marketing in business*. APAC Entrepreneur.
<https://apacentrepreneur.com/importance-of-social-media-marketing-in-business/>

Note: If there is no author, title moves to the first position. When no date is available, "n.d." replaces the date.

- **Audiovisual media**

Author, A. A. (Year, Month Day). *Title* [Type]. Publisher. <http://www.xxxx>

- **Infographic**

Roxanne, J., & Palmer, R. (2015). *Sorting through our space junk*. [Infographic]. World Science Festival. <https://www.worldsciencefestival.com/infographics/space-junk-infographic/>

- **PowerPoint slides**

Housand, B. (2016). *Game on! Integrating games and simulations in the classroom*. [PowerPoint slides]. SlideShare. <https://www.slideshare.net/brianhousand/game-on-iagc-2016>

- **YouTube video**

Run Run Shaw Library CityU (2019, May 3). *What is a scholarly source?* [Video]. YouTube. <https://www.youtube.com/watch?v=w9IKyRsH5gU>

- **Webinar**

Kamin, H. S., Lee, C. L. & McAdoo, T. L. (2020). *Creating references using seventh edition APA style* [Webinar]. Choice. <http://www.choice360.org/librarianship/webinars/creating-references-using-seventh-edition-apa-style>

APPENDICES

- Appendices (if any)
- A Sample of Appendices (See Appendix 1 and 2 in the following pages)

APPENDIX 1

FEE STRUCTURE AND OTHER PAYMENTS

S/NO.	TYPE OF PAYMENT	AMOUNT (TZS)	AMOUNT (USD)
1.	Application	50,000	50
2.	Tuition	3,500,000	3,500
3.	Admission/Registration	50,000	50
4.	Student ID Card	10,000	10
5.	Student Union	10,000	10
6.	Graduation	40,000	40
7.	TCU Quality Control	20,000	20
8.	NHIF Contribution	50,400	-
9.	Fee for Extension of Registration Period	50,000 per month	-
10.	Honoraria for Internal/External Examiners of dissertation/thesis	300,000	-
11.	Supervision Allowance	500,000	-

APPENDIX 2

POSTGRADUATE STUDIES FORMS

The list below consists of different forms to be used for most postgraduate studies situations at Muslim University of Morogoro. A sample of each form is included in this booklet, on the page number indicated on this page.

Form Number	Form Name	Page
MUM/PG. F1	Referee's Recommendation	55
MUM/PG. F2	Deferment	57
MUM/PG. F3	Registration of Courses	58
MUM/PG. F4	Repeat/Replace Courses	60
MUM/PG. F5	Academic Progress Report	62
MUM/PG. F6	Notification of Intention to Submit Thesis/Dissertation	64
MUM/PG. F7	Transfer Credit Exemption of Courses	66
MUM/PG. F8	Extension Beyond Study	67
MUM/PG. F9	Oral Presentation and <i>Viva Voce</i> Examination Results for Master's Degree	68
MUM/PG. F10	VIVA Voce Examination Results for PhD	70
MUM/PG. F11	Research Proposal/Thesis/Dissertation Corrections after Defence	71
MUM/PG. F12	Review of Thesis Binding	73
MUM/PG. F13	Internal/External Examiners Report	75
MUM/PG. F14	Supervision Allowance Claim	77
MUM/PG. F15	Internal/External Examiner Claim	79
MUM/PG. F16	Application for Postponement/Freezing from Studies	81
MUM/PG. F17	Application for Resuming/Unfreezing of Studies	83
MUM/PG. F18	Permission to Travel	84
MUM/PG. F19	Clearance	86
MUM/PG. F20	Application for Academic Transcript Certificate	88



MUM/PG.F1

DIRECTORATE OF POSTGRADUATE STUDIES

REFEREE'S RECOMMENDATION FORM

Programme:

Please Type or Use Block Capitals in Black Ink and Write inside the Boxes

Applicant	Please complete this section. Give this form to the person who will act as your referee. Return your application form with a sealed letter of recommendation.				
Surname:					Other Name(s):
Applicant's Signature:					Date:
Referee	To enable us assess the candidate's suitability for the Programme, we kindly request that you evaluate the candidate in the areas indicated in the table below (Tick the appropriate cell). Please indicate the applicant's qualifications and potential to undertake advanced study/research. Describe the applicant's motivation and intellect and indicate both strong and weak points. Please write frankly. If the applicant's first language is not English, please comment on his/her ability to read, write and speak English.				
How long have you known the Applicant?					
In what capacity?					
	Excellent	Good	Average	Poor	Very Poor
Intellectual Ability					
Capacity for Original Thinking					
Maturity					
Moral values					
Motivation for Postgraduate Studies					
English Language Proficiency	Written:				
	Oral:				
Ability to work with others					
Other capabilities/talents worth mentioning					
What do you consider to be the Applicant's weaknesses?					
What is your recommendation on the suitability of the applicant to the applied Programme?					
Give any other additional comments that you consider relevant about the applicant					
Referee's Name and Contacts					
Name			Title (Dr/Prof/ Mr./ Mrs./ Miss/ Ms)		
Institution			Position		

Postal Address		Telephone (Landline):
		Telephone (Mobile):
Fax	E-mail	
Referee's Signature		Date

PLEASE EMAIL THE COMPLETED FORM TO (admissions@mum.ac.tz; OR pgs@mum.ac.tz) OR ENCLOSE IT IN A SEALED ENVELOPE AND SIGN IT ACROSS THE SEAL AND THEN RETURN THE ENVELOPE TO THE APPLICANT, WHO WILL FORWARD IT UNOPENED TO THE DIRECTORATE OF POSTGRADUATE STUDIES OR ADMISSION OFFICE, MUSLIM UNIVERSITY OF MOROGORO.



MUM/PG.F2

DIRECTORATE OF POSTGRADUATE STUDIES

DEFERMENT OF ADMISSION FORM

SECTION A

Name

Admission Ref. No.

Programme

Please, fill the following:

I would like to defer the admission to next intake of _____ 20__/20__ for the following reason(s):

I accept all terms and conditions stated in the offer letter as well as in the appendices.

Signature: _____

Date: _____

SECTION B

For Office Use: (Directorate of Postgraduate Studies)

Approved by: _____ Director, Directorate of Postgraduate Studies.

Date: _____ Signature: _____

Note: Please send this form to Postgraduate Office or email to (admissions@mum.ac.tz) or (pgs@mum.ac.tz). If we do not receive any response from you after a year (validity of the offer letter), we assume that you are no longer interested in the programme and your offer will be automatically revoked.

RESEARCH WORK		
<i>(Please tick if involved in):</i>		
Research Proposal	<input type="checkbox"/>	
Research Report	<input type="checkbox"/>	
Date of Registration: _____		

FEES AND FINANCIAL OBLIGATIONS		
Type of sponsorship: Self	<input type="checkbox"/>	Other <input type="checkbox"/>
Name and address of sponsor:		
Copy of the receipt of payment for the required fees:		
Required payment(s)	Verification status	Remarks (if any)
University fees		
Student's Signature: _____		Date: _____

Note: i) For student who obtained GPA below 3.00, please fill up REPEAT AND REPLACE FORM together with this form. **ii)** Candidate who is under extension period should submit this form together with approval letter of extension.

SECTION F: OFFICE USE (DIRECTORATE OF POSTGRADUATE STUDIES)	
Confirmation of Registration:	
The student is registered for the _____ semester of the year _____	
DIRECTOR OF POSTGRADUATE STUDIES Name: _____	FOR: DIRECTOR OF POSTGRADUATE STUDIES Name of Registration Officer: _____
Signature: _____ Date: _____	



MUM/PG. F4

DIRECTORATE OF POSTGRADUATE STUDIES

APPLICATION FORM FOR REPEAT - REPLACE OF COURSES

Instructions: Each student is eligible to repeat-replace to a maximum of two (2) courses.

SECTION A : STUDENT'S INFORMATION (TO BE FILLED BY THE STUDENT)

Name :	Registration No.
Semester:	Academic Year:
Latest GPA :	Total Credits Hours Completed :
Programme :	Department:
Telephone No:	Email Address :
Correspondence Address & Contact No:	

SECTION B : COURSES TO REPEAT-REPLACE

1.	Matters	Previous Course to be Repeated and/ or Replaced	Course to Repeat and/ or Replace
	Course Code		
	Course Title		
	Course Type		
	Course Credit		
	Grade Obtained		- not applicable -
	Semester Registered		
2.	Matters	Previous Course to be Repeated and/ or Replaced	Course to Repeat and/ or Replace
	Course Code		
	Course Title		
	Course Type		
	Course Credit		
	Grade Obtained		- not applicable -
	Semester Registered		

Student's Signature: _____ Date: _____

SECTION C: RECOMMENDATION FROM THE HEAD OF DEPARTMENT

The candidate has met all the requirements stipulated in the PG Policies and Regulations. Therefore, the department decided to **RECOMMEND/NOT RECOMMEND** his/her application.

Name: _____ Signature: _____ Date: _____

SECTION D: APPROVAL FROM THE DIRECTOR OF POSTGRADUATE STUDIES

Based on the above recommendation (if any), the Directorate **APPROVE/NOT APPROVE** his/her repeat-replace of the said course.

Name: _____ Signature: _____ Date: _____



DIRECTORATE OF POSTGRADUATE STUDIES

MUM/PG. F5

ACADEMIC PROGRESS REPORT

Semester Academic Year /

Instruction: This form should be filled by the student in semester wise.

SECTION A: STUDENT					
Name:					
Registration no:					
Department:					
Faculty:					
Programme (Tick one):					
MASTERS	By Course-work and Dissertation				
	By Research and Thesis				
PHD	By Course-work and Dissertation				
	By Research and Thesis				
Course-work Progress					
Semester I		Semester II		Semester III	
Courses Taken	Final Examination Grade	Courses Taken	Final Examination Grade	Courses Taken	Final Examination Grade
Dissertation/Thesis Writing Progress					
	Nothing	About a third	Half way	Nearly completed	Completed
Chapter 1					
Chapter 2					
Chapter 3					
Chapter 4					
Chapter 5					
Chapter 6 (if any)					
Report Presentation					
Submission of loose binding					
Writing of Journal Article					
Submission of Journal Article					
Students' comments:					
Signature: _____ Date: _____					

SECTION B: SUPERVISOR

1. Student's performance

Please use the scale below to assess the following:

Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)
a. Commitment			b. Work Quality and Efficiency	
c. English Language Proficiency			d. Ability to Work Independently	
i. Oral			e. Integrity and Discipline	
ii. Written				

2. Frequency of 'face-to-face' consultation

	Never		1-3 times		4-6 times		7-9 times		More than 10 times
--	-------	--	-----------	--	-----------	--	-----------	--	--------------------

Other forms of communication:

3. Overall Performance

Type of Progress:

Satisfactory:		Unsatisfactory:	
---------------	--	-----------------	--

4. Research progress according to study plan

Ability of the student to complete the study on time	Yes		No	
Student's need of time extension	Yes		No	
If the answer above is yes, the length of time extension:				

Any other remarks:

Name of supervisor(s): _____

Signature: _____

Date: _____

SECTION C: HEAD OF DEPARTMENT

Comments on the report by the Supervisor (s):

Name: _____

Signature: _____

Date: _____

SECTION D: DIRECTOR OF POSTGRADUATE STUDIES

Remarks:

Name: _____

Signature: _____

Date: _____

SECTION C: TO BE COMPLETED BY THE HEAD OF RESPECTIVE DEPARTMENT

- a. The student's intention to submit his/her research is noted.
 b. After consultation with the supervisor(s) of the student, I propose that the following be considered for appointment as examiners for the candidate's thesis/dissertation:
Note: At least one independent internal and one external examiner for Masters level

POTENTIAL EXTERNAL EXAMINER(S)

Name:	Name:
Affiliation:	Affiliation:
Postal Address:	Postal Address:
Mobile:	Mobile:
Email:	Email:
Curriculum Vitae: Attached () Not Attached ()	Curriculum Vitae: Attached () Not Attached ()

PROPOSED INDEPENDENT INTERNAL EXAMINER(S)

Name:	Name:
Affiliation:	Affiliation:
Postal Address:	Postal Address:
Mobile:	Mobile:
Email:	Email:
Curriculum Vitae: Attached () Not Attached ()	Curriculum Vitae: Attached () Not Attached ()

Name: _____ Signature: _____ Date: _____

SECTION D: TO BE COMPLETED BY THE DIRECTOR OF POSTGRADUATE STUDIES

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

Name: _____ Signature: _____ Date: _____

Please Tick **SECTION E: TO BE COMPLETED BY THE CHAIRPERSON, BOARD OF POSTGRADUATE STUDIES (BPS).**

The examination arrangements herein are complete and are approved.

The examination arrangements are not complete for the reasons stated below, and are hereby referred back to the College/School/Institute

The following items are missing or incomplete: _____

Signature of the Chairperson, BPS: _____ **Date:** _____



MUM/PG. F7

DIRECTORATE OF POSTGRADUATE STUDIES

APPLICATION FOR TRANSFER CREDIT/EXEMPTION OF COURSES

Semester

Academic Year /

INSTRUCTION: Application should be made latest by the end of student's FIRST regular semester of study at MUM

SECTION A : STUDENT'S INFORMATION (TO BE FILLED BY THE STUDENT)

Name:		Registration No:
Department:	Faculty:	Programme :
Study Status:	Email Address :	Contact No:
Clearly state the reason for seeking credit transfer/exemption of course(s) (<i>attach evidence to support your case</i>):		

Note: For Exemption of course(s) please fill the 'Intended Course' Only

No.	Previous Course Code	Previous Course Title
1.		
2.		
3.		
4.		

Note: Previous Course no. 1 should be the course that is similar/equivalent to Intended course no. 1.

No.	Intended Course Code	Intended Course Title
1.		
2.		
3.		
4.		

I have read and understood the terms and conditions before submitting this form. Enclosed are my transcript, course description and other related documents for consideration.

Student's Signature: _____ Date: _____



DIRECTORATE OF POSTGRADUATE STUDIES

APPEAL FOR EXTENSION BEYOND NORMAL STUDY PERIOD

Semester	<input type="text"/>	Academic Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
-----------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

Reminder: Appeal for extension should be submitted to the respective Department, one (1) month before the normal study period ended.

SECTION A: STUDENT'S INFORMATION		
Name:	<input type="text"/>	Reg. No:
Department:	Faculty:	Total Credit Hours Completed
Programme:	Mode of Programme:	Study Status:
Email:	Contact No:	Latest GPA:

Current Session	Current Semester	Intended Session	Intended Semester	Number of Extension
Session:	Semester:	Session:	Semester:	<input type="text"/>

Note: Master – eligible for two (2) semesters of extension. PhD – Full-time (6 semesters). Part-time (4 semesters)

This appeal is subject to the recommendation from Board of Postgraduate Studies (BPS) and approval from the University Senate.

Student's Signature: _____ Date: _____

SECTION B: RECOMMENDATION BY THE HEAD OF DEPARTMENT	
Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>
Remarks (if any) :	
Name: _____ Signature: _____ Date: _____	

SECTION D: RECOMMENDATION BY THE DIRECTOR OF POSTGRADUATE STUDIES	
Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>
Remarks (if any) :	
Name: _____ Signature: _____ Date: _____	

SECTION E: APPROVAL BY THE DVC-ACADEMIC	
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Remarks (if any):	
Signature: _____ Date: _____	



MUM/PG. F9

DIRECTORATE OF POSTGRADUATE STUDIES

VIVA VOCE EXAMINATION RESULTS FOR MASTER DEGREE PROGRAM

SECTION A: TO BE FILLED BY THE CHAIRMAN OF THE SESSION

RESEARCH PROPOSAL <input type="checkbox"/> (1 st sitting- Oral Presentation)	DISSERTATION/THESIS <input type="checkbox"/> (2 nd sitting-Oral Presentation)	DISSERTATION/THESIS <input type="checkbox"/> (3 rd sitting-Viva Voce)
Candidate's Name:		
Registration Number:		
Department:		
Research Title:		
Date of Presentation Assessment:		

SECTION B (FOR THE 1ST & 2ND SITTING – ORAL PRESENTATION)

NAME OF PANELIST	DESIGNATION	SIGNATURE

**A panel for the 1st and 2nd sitting (i.e., Oral Presentation) should comprise at least three examiners.*

SECTION C (FOR THE 3RD SITTING – VIVA VOCE)

NAME OF PANELIST	DESIGNATION	SIGNATURE
	Chairperson	
	External Examiner(s) or a representative(s)	
	Internal Examiner(s)	
	Head of Department or his/her Appointee	
	Research Supervisor(s) without voting power	
	Secretary to the Panel without voting power	

SECTION D (FOR THE 3 RD SITTING – VIVA VOCE)		
1.0	CANDIDATE PASSES	TICK (✓)
1.1	Candidate passes and no additional corrections in the dissertation/thesis are required.	
1.2	Candidate passes subject to making minor corrections and revisions in the dissertation/thesis within a maximum of one month.	
1.3	Candidate passes subject to making substantial corrections and revisions in the dissertation/thesis within a maximum of three months.	
2.0	CANDIDATE FAILS	
2.1	Candidate fails but should be given another chance to resubmit and defend the dissertation/thesis after eliminating the weaknesses within a maximum of six months.	

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

SECTION E: TO BE FILLED BY THE SUPERVISOR (Verification)	
RESEARCH PROPOSAL <input type="checkbox"/>	DISSERTATION/THESIS <input type="checkbox"/>
Verified <input type="checkbox"/>	Verified <input type="checkbox"/>
Not Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
Name: _____	Supervisor: _____
Signature: _____ Date: _____	Signature: _____ Date: _____
SECTION F: TO BE FILLED BY THE HEAD OF DEPARTMENT (Approval)	
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Name: _____	Signature: _____ Date: _____
SECTION G: TO BE FILLED BY THE DIRECTOR OF POSTGRADUATE STUDIES (For office use)	
Action/Remarks: _____	
Name: _____	Signature: _____ Date: _____



MUM/PG.F10

DIRECTORATE OF POSTGRADUATE STUDIES

VIVA VOCE EXAMINATION RESULTS FOR PHD

SECTION A	
Candidate's Name:	
Registration Number:	
Department:	
Dissertation/Thesis Title:	
Date of <i>Viva voce</i> :	

SECTION B		
NAME OF PANELIST	DESIGNATION	SIGNATURE*
1.	Chairperson	
2.	External Examiner or Representative	
3.	Internal Examiner	
4.	Candidate's Supervisor	
5.	Head of Department or Nominee	
6.	Nominee of Dean/Director	
7.	Co-opted Member	
8.	Co-opted Member	
9.	Co-opted Member	

**In case of disagreements, each panelist should show his/her number of preference against his/her signature (e.g. 1.1, 1.2, 1.3, 2.1 or 2.2).*

SECTION C		
1.0	CANDIDATE PASSES	TICK (✓)
1.1	Candidate passes and no additional corrections in the thesis are required.	
1.2	Candidate passes subject to making minor corrections and revisions in the thesis as stated in the viva voce proceedings, <i>within three months</i> .*	
1.3	Candidate passes but referred to make substantial corrections and revisions as stated in the viva voce proceedings within three months (for Master) and six months (for PhD). At least two viva voce panelists for PhD must certify that the corrections have been done as directed.	
2.0	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 viva voce proceedings <i>within six months (for Master) and nine months (for PhD)</i> .	
2.2	Candidate fails outright (reasons detailed in viva voce proceedings)	

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

SECTION D: OFFICE USE (DIRECTORATE OF POSTGRADUATE STUDIES)	
Action/Remarks:	Name: _____ Sign: _____ Date: _____



MUM/PG. F11

DIRECTORATE OF POSTGRADUATE STUDIES

RESEARCH PROPOSAL/REPORT-DISSERTATION/THESIS CORRECTION FORM AFTER ORAL PRESENTATION/EXAMINATION

SECTION A: TO BE FILLED BY THE STUDENT (TICK ONE)

RESEARCH PROPOSAL	<input type="checkbox"/>	THESIS/DISSERTATION (Loose Binding)	<input type="checkbox"/>	THESIS/DISSERTATION (Hard Binding)	<input type="checkbox"/>
-------------------	--------------------------	-------------------------------------	--------------------------	------------------------------------	--------------------------

SECTION B : GENERAL INFORMATION

Candidate's Name :	Registration No.
Mobile No:	Email Address :
Department:	Faculty:
Title of Research:	

SUPERVISOR/ SUPERVISORY COMMITTEE	NAME	FACULTY / DEPARTMENT
Supervisor 1		
Supervisor 2		

SECTION C: CORRECTION DETAILS

No.	Page no. (before corrections)	Comments	Reply / Action	Page no. (after corrections)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

14.				
15.				
16.				
17.				
18.				
19.				
20.				
Etc.				

****Note: (1) You may add more rows if required. (2) The Reply/Action columns may include comments of examiners during presentation**

SECTION D: STUDENT (Preparation)	
Name: _____ Signature: _____ Date: _____	
SECTION E: TO BE FILLED BY THE SUPERVISOR (Verification)	
RESEARCH PROPOSAL <input type="checkbox"/>	THESIS/DISSERTATION <input type="checkbox"/>
Verified <input type="checkbox"/>	Verified <input type="checkbox"/>
Name: _____	Supervisor: _____
Signature: _____ Date: _____	Signature: _____ Date: _____
SECTION F: TO BE FILLED BY THE RESPECTIVE INTERNAL EXAMINER (Only for the verification of the Thesis/Dissertation ready for Hard Binding)	
THESIS/DISSERTATION (Hard Binding)	
Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
Action/Remarks: _____	
Name: _____ Signature: _____ Date: _____	
SECTION G: TO BE FILLED BY THE HEAD OF DEPARTMENT (Approval)	
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Name: _____ Signature: _____ Date: _____	
SECTION H: TO BE FILLED BY THE DIRECTOR OF POSTGRADUATE STUDIES (For office use)	
Action/Remarks: _____	
Name: _____ Signature: _____ Date: _____	



DIRECTORATE OF POSTGRADUATE STUDIES

REVIEW FORM FOR THESIS/DISSERTATION BINDING

SECTION A: TO BE COMPLETED BY STUDENT

Name:	Registration No:
Email:	Mobile No:
Programme:	Department:
Mode of Programme:	Total Credit Hours Completed:
Student's Signature: _____	Date: _____

SECTION B: APPROVAL FOR SUBMISSION OF HARDBOUND THESIS/ DISSERTATION – TO BE COMPLETED BY SUPERVISOR

I have checked the thesis/dissertation submitted by this student. I CONFIRM that his/her thesis/dissertation is ready for final check before hardcover binding.

Name: _____ Signature: _____ Date: _____

SECTION C: CHECKING FORMAT OF SOFT BOUND THESIS/ DISSERTATION AND APPROVAL FOR HARD BINDING AND SUBMISSION (TO BE CHECKED BY THE DIRECTOR OF POSTGRADUATE STUDIES OFFICE /ACADEMIC STAFF APPOINTED BY THE DIRECTORATE)

ITEMS	TICK (✓)	REMARKS
i. Cover page		
ii. Title page		
iii. Certification		
iv. Author's declaration and copyright		
v. Acknowledgements		
vi. Dedication, if any		
vii. Abstract		
viii. Table of contents		
ix. List of tables, figures, illustrations, etc.		
x. List of accompanying material, if any		
xi. List of abbreviations/acronyms used		
xii. Main text divided into chapters, sections, etc.		
xiii. List of references		
xiv. Appendices		

I hereby verify that all of the above items are correct. The **format** of the thesis/ dissertation is according to MUM standard and is ready for hardcover binding.

Name: _____ Signature: _____ Date: _____

SECTION D: FINAL SUBMISSION OF HARDBOUND THESIS/DISSERTATION (STUDENT'S ACKNOWLEDGEMENT)

I have prepared this thesis/dissertation based on the guidelines provided by the Directorate of Postgraduate Studies, MUM. I also submitted the following items.

1. Hardbound thesis/dissertation
2. Page of abstract
3. Title page

4. Paper manuscript
5. Plagiarism report
6. Proof of oral presentation
7. Proof of coursework examination results (if applicable)

Name: _____ Signature: _____ Date: _____

NOTE:

Student to submit the thesis/dissertation and the item (1) to (7) above to his/her Supervisor. The Supervisor will arrange to send them to the Directorate of Postgraduate Studies through the Department.

SECTION E: FINAL SUBMISSION OF HARDBOUND THESIS/DISSERTATION - TO BE FILLED BY THE HEAD OF DEPARTMENT (Recommendation)

Recommended Not Recommended

Name: _____ Signature: _____ Date: _____

SECTION F: CHECKLIST FOR SUBMISSION OF HARDBOUND THESIS/ DISSERTATION TO THE DIRECTORATE OF POSTGRADUATE STUDIES FOR GRADUATION STATUS – TO BE COMPLETED BY THE DIRECTOR OF POSTGRADUATE STUDIES

ITEMS	REMARKS	TICK (✓)
1. Thesis/Dissertation	Four (4) Hardbound: A4 (210X297mm), white quality paper, Colour – black , Hardcover Font – Embroidered Gold. One (1) Softcopy contains: (a) MS Word Format and, (b) PDF Format	
2. Page of approval abstract by supervisor	One (1) Hard copy, and One (1) Softcopy as per item 1.	
3. Title page	One (1) hard copy.	
4. Paper manuscript	Master student must provide a copy of draft paper manuscript based on his/her research results verified by the supervisor.	
5. Plagiarism report	Not more than 30% similarities	
6. Language Requirement	English Language, specifically British English (except degree programmes in Kiswahili and Arabic).	
7. Oral presentation examination report	MUM/PG. F9: Oral Presentation Assessment Results (Research Proposal/Report) for Masters Degree, & MUM/PG. F11: Research proposal/report dissertation/thesis correction form after presentation/examination.	
8. Coursework examination results (if applicable)	MUM/PG. F5: Academic progress report form	
9. Internal and external examination reports	MUM/PG. F13: Internal / external examination reports form	
10. Evidence of Payment of fees from the Bursar's Office.	MUM/PG. F19: Clearance form	

Graduation Status: Recommended Not Recommended (*Please state reason*):

Name: _____ Signature: _____ Date: _____



MUM/PG. F13

DIRECTORATE OF POSTGRADUATE STUDIES

INTERNAL /EXTERNAL EXAMINER REPORT FORM FOR MASTERS DEGREE

A. TICK ONE	
Internal Examiner <input type="checkbox"/>	External Examiner <input type="checkbox"/>
Candidate's name:	
Registration Number:	
Degree Programme:	
Faculty:	
Department:	
Dissertation/Thesis Title:	

B. COMMENTS ON THE DISSERTATION/THESIS (PLEASE USE ADDITIONAL PAPER(S), IF REQUIRED)
Presentation (Structure, clarity, information density, style, abstract, illustrations and tables):
Introduction:
Literature review:
Research Methodology:
Results and their Discussion:
Conclusions and Recommendations:
Originality and Contribution to Knowledge:

C. ASSESSMENT OF THE DISSERTATION/THESIS				
S/N	Area Assessed	Maximum Marks	Obtained Marks	Remarks
1.	Presentation	05		
2.	Introduction	05		
3.	Literature Review	10		
4.	Methodology	20		
5.	Results and Discussion of Findings	35		
6.	Conclusions and Recommendations	10		
7.	Originality and Contribution to Knowledge	15		
8.	Total	100		

D. GRADING OF THE SCORES					
Note: The weighting of different grade scores may be interpreted using the following key:					
A	B+	B	C	D	E
70-100	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	Fail		

E. SUMMARY OF RECOMMENDATIONS		
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. Please tick (✓): <ul style="list-style-type: none"> • Additional data collection • Additional analysis • Additional literature review and revisions • Re-writing • Others (specify 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 a maximum of one month.*

** Substantial corrections and revisions as stated in the examiners' reports *to be submitted within maximum of three months.*



MUM/PG. F14

DIRECTORATE OF POSTGRADUATE STUDIES

SUPERVISION ALLOWANCE CLAIM FORM

SECTION A (To be filled by supervisor)

Name	
Department	
Faculty	
Email Address	
Mobile No.	

The Head of Department,
Muslim University of Morogoro.

RE: SUPERVISION ALLOWANCE CLAIM

I certify that I served as a Supervisor for the postgraduate student(s) specified in the table below for the academic year...../..... Accordingly, I hereby claim for payment of supervision allowance.

Student Name	Registration Number	Programme	Department
1.			
2.			
3.			
4.			
5.			

Note: You may add more rows if required.

Name of Supervisor 2 (if any):

I wish/do not wish to claim my honorarium and reimbursement of expenses incurred in connection with my duties as Supervisor.

(Details): Honorarium for candidate(s)

(Amount):

Total (TZS):

My honorarium should be paid to me at the following address:

Account Name:

Account Number:

Bank Name:

Signature: **Date:**

SECTION B (TO BE FILLED BY THE HEAD OF DEPARTMENT)

I Certify that Prof./Dr./Mr./Ms. Supervised the above mentioned candidate(s). He/ She shared the supervision load together with the following second supervisor:

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

Name of the Head of Department:

Signature: **Date:**

**SECTION C: TO BE FILLED BY THE DIRECTOR OF POSTGRADUATE STUDIES
(For office use)**

Action/Remarks: _____

Name: _____ Signature: _____ Date: _____



INTERNAL/EXTERNAL EXAMINER'S CLAIM FORM FOR DISSERTATION/THESIS

I Dr/Prof..... certify that:

In connection with my appointment as an **Internal/External Examiner** in the Department of I have examined the following candidate(s).

S/N	Name	Registration Number	Degree Programme
1.			
2.			
3.			
4.			
5.			

Note: You may add more rows if required.

I have signed the appropriate mark sheets and I attach my report on the examinations; * and **I wish/do not wish to claim my honorarium and reimbursement of expenses incurred in connection with my duties as Internal/External Examiner.

(Details): Honorarium forcandidate(s)

(Amount):

*****Refund of other expenses incurred:**

.....

Total (TZS/USD): _____

My honorarium should be paid to me at the following address:

Account Name:

Account Number:

Bank Name:

Examiners Mobile No:

Other A/C details:

.....

Signature: Date:

Name of Head of Department:

Signature:

Date:

- * If you wish any part of your report to be considered confidential so far as the Department is concerned, please indicate this clearly.
- ** Please delete what is not applicable.
- *** Please give details and amount of out of pocket expenses incurred, e.g. Postage of dissertations/theses, etc. (NB: relevant receipts should be attached).

SECTION G: TO BE FILLED BY THE DIRECTOR OF POSTGRADUATE STUDIES
(For office use)

Action/Remarks: _____

Name: _____ Signature: _____ Date: _____



DIRECTORATE OF POSTGRADUATE STUDIES

POSTPONEMENT/FREEZING OF STUDIES FORM

Instructions:

- i. Application for POSTPONEMENT is for the candidates who are pursuing postgraduate programmes by Coursework and Dissertation and who are at coursework stage whereas FREEZING is for the candidates pursuing postgraduate programmes by Thesis or those candidates who have already completed the coursework stage and have started undertaking the research part of their studies.
- ii. No candidate can be allowed to postpone/freeze studies if he/she has not paid tuition fees and officially be registered for studies.
- iii. A candidate may attach any relevant documents to support his/her request.
- iv. If postponement/freezing is sought on medical grounds, candidate MUST attach a medical report certified by the Medical Officer In charge of any Government Hospital/Health Centre.

SECTION A : STUDENT'S INFORMATION (TO BE FILLED BY THE STUDENT)

Tick one: **POSTPONEMENT** **FREEZING**

Name :	Registration No. :
Year of Study:	Semester:
Academic Year:	Programme :
Department:	Faculty:
Telephone No:	Email Address :

Reason(s) for Postponement/Freezing of Studies:

Please tick (v) the appropriate box:

<input type="checkbox"/>	Medical	<input type="checkbox"/>	Financial	<input type="checkbox"/>	Social	<input type="checkbox"/>	Others
--------------------------	----------------	--------------------------	------------------	--------------------------	---------------	--------------------------	---------------

Briefly Explain:

Postponement/Freezing Period Sought:

Starting Date:	Expected Date of Resuming Studies:
----------------	------------------------------------

Postponement/Freezing History:

1st Postponement/Freezing: From: To:
 2nd Postponement/Freezing: From: To:
 3rd Postponement/Freezing: From: To:

Applicant's Signature: _____ Date Submitted: _____

SECTION B: RECOMMENDATION BY THE HEAD OF DEPARTMENT

Recommended Not Recommended

Remarks (if any): _____

Name: _____ Signature: _____ Date: _____

SECTION C: RECOMMENDATION BY THE DIRECTOR OF POSTGRADUATE STUDIES

Recommended

Not Recommended

Remarks(if any): _____

Name: _____ Signature: _____ Date: _____

SECTION D: APPROVAL BY THE DVC-ACADEMIC

Approved

Not Approved

Remarks (if any): _____

Signature: _____ Date: _____



DIRECTORATE OF POSTGRADUATE STUDIES

RESUMING/UNFREEZING OF STUDIES FORM

Instructions:

- i. Please attach a copy of the dully filled in form for postponing studies to substantiate that the applicant had previously sought approval for POSTPONEMENT of studies.
- ii. If the candidate did not formally request for postponement of studies, he/she MUST write a letter to the Director of Postgraduate Studies through respective Department to apply for retrospective postponement of studies so that the request for resuming studies can be considered administratively.

SECTION A : PERSONAL PROFILE

Candidate' s Name :	Registration No. :
Year of Study:	Semester:
Academic Year:	Programme :
Department:	Faculty:
Telephone No:	Email Address :

SECTION B: POSTPONEMENT HISTORY

Number of Postponement	Postponement Date	Resuming Date	Reason(s)
1 st Postponement			
2 nd Postponement			
3 rd Postponement			

SECTION C: PROPOSED DATE OF RESUMING STUDIES:

Date	Semester	Academic Year

Applicant's Signature: _____ Date Submitted: _____

SECTION D: RECOMMENDATION BY THE HEAD OF DEPARTMENT

Recommended Not Recommended

Remarks (if any) : _____

Name: _____ Signature: _____ Date: _____

SECTION E: RECOMMENDATION BY THE DIRECTOR OF POSTGRADUATE STUDIES

Recommended Not Recommended

Remarks(if any) : _____

Name: _____ Signature: _____ Date: _____

SECTION F: APPROVAL BY THE DVC-ACADEMIC

Approved Not Approved

Remarks (if any): _____

Signature: _____ Date: _____



MUM/PG. F18

DIRECTORATE OF POSTGRADUATE STUDIES

PERMISSION TO TRAVEL FORM

Instructions:

- i. If Permission to Travel is sought on academic grounds, the candidate shall state clearly academic benefits of the trip. The candidate may also attach any relevant documents that will support his/her request.
- ii. If permission to Travel is sought for other reasons apart from academic grounds, the candidate should outline how his/her absence from studies will not affect his/her academic progress.

SECTION A : PERSONAL PROFILE

Candidate' s Name :	Registration No. :
Year of Study:	Semester:
Academic Year:	Programme :
Department:	Faculty:
Mobile No:	Email Address :
Postal Address:	Other Telephones:

SECTION B: TRAVEL DETAILS

Place of Travel: *(Please tick (v) the appropriate box):*

a) Within the Country

b) Outside the Country

District: _____

City: _____

Region: _____

Country: _____

Date of Travel:

From: _____ To: _____

Reasons of Travel: *(Please tick (v) the appropriate box)*

Academic

Social

Others

Briefly Explain:

Signature: _____ Date: _____

SECTION C: RECOMMENDATION BY THE HEAD OF DEPARTMENT

Recommended

Not Recommended

Remarks (if any) :

Name: _____ Signature: _____ Date: _____

SECTION D: RECOMMENDATION BY THE DIRECTOR OF POSTGRADUATE STUDIES

WITHIN THE COUNTRY

Approved

Not Approved

OUTSIDE THE COUNTRY

Recommended

Not Recommended

Remarks (if any): _____

Name: _____ Signature: _____ Date: _____

SECTION F: APPROVAL BY THE DVC-ACADEMIC

Approved

Not Approved

Remarks (if any): _____

Name: _____ Signature: _____ Date: _____



DIRECTORATE OF POSTGRADUATE STUDIES

CLEARANCE FORM

Instruction: Candidates must ensure safe return of all university properties/equipments/books etc. entrusted to them during the period of study at MUM before they can collect their academic certificates.

SECTION A: CANDIDATE'S INFORMATION	
Name :	Registration No. :
Sex:	Nationality:
Department:	Degree Registered for:
If residential, please indicate the name of the Hostel:	Date of Graduation:

SECTION B: AUTHORIZATION FOR CLEARANCE
<p>1. BURSAR</p> <p>Comments:</p> <p>Name: _____ Signature: _____ Date: _____</p>
<p>2. MUM LIBRARY</p> <p>Comments:</p> <p>Name: _____ Signature: _____ Date: _____</p>
<p>3. HEADS OF RESPECTIVE DEPARTMENTS</p> <p>a. Department of Education</p> <p>Comments:</p> <p>Name: _____ Signature: _____ Date: _____</p>
<p>b. Department of Subject of Specialization</p> <p>Comments:</p> <p>Name: _____ Signature: _____ Date: _____</p>
<p>4. HALLS OF RESIDENCE</p> <p>Comments:</p>

Name: _____ Signature: _____ Date: _____

5. DIRECTOR OF POSTGRADUATE STUDIES

Comments:

Name: _____ Signature: _____ Date: _____



MUM/PG. F20

DIRECTORATE OF POSTGRADUATE STUDIES

APPLICATION FOR ACADEMIC TRANSCRIPT AND/OR CERTIFICATE

Instructions:

1. Student who has not paid tuition fees must obtain permission from DVC Administration and Finance for the transcript.
2. The full transcript will only be released after the endorsement of student's graduation status.
3. Student must complete clearance in order to receive a full transcript.
4. Student must make sure that all information filled in this form is correct.

SECTION A: STUDENT'S INFORMATION (TO BE FILLED BY THE STUDENT)

Name :	Registration No:
Telephone No:	Email Address:
Programme :	Department:
Permanent Address & Contact No. :	

DETAILS

Partial Transcript Full Transcript Certificate

Signature: _____ Date: _____

SECTION B: TO BE FILLED BY EXAMINATION OFFICER

Released Not Released

Signature: _____ Date: _____

SECTION C: OFFICE USE (DIRECTORATE OF POSTGRADUATE STUDIES)

Action/Remarks:	Signature: _____
	Name: _____
	Date: _____