



# **THE STATE UNIVERSITY OF ZANZIBAR**



## **GRADUATE STUDIES GUIDELINES**

**(GSGs)**

**DIRECTORATE OF GRADUATE STUDIES, RESEARCH, AND CONSULTANCY  
(DGSRC)**

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## PREFACE

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The State University of Zanzibar (SUZA) is witnessing an enormous expansion of its faculties and programs at the graduate level. This expansion has brought academic and research developments, thus, heightening the need for guidelines and regulations at this level to maintain the quality of the university education and research. Sustaining highly creditable programs and competitive graduates is of critical importance towards the successful realization of the University's vision.

To achieve this goal, SUZA is determined to adhere to the standards set at the national, regional, and international levels in the provision of its graduate education. The University, therefore, has embarked on reviewing its regulations and frameworks for guiding graduate education. This document presents a central guiding framework for various aspects pertaining provision of graduate studies at both the master's and Ph.D. degrees. These guidelines document will be subject to periodic reviews to make it more applicable. The Directorate of Graduate Studies, Research, and Consultancy (DGSRC) will be the responsible University body to ensure that the document is up to date.

These guidelines address a variety of issues on many aspects of graduate studies, which include but are not limited to the admission process, administration of the graduate studies at SUZA, examination process, supervision, thesis writing and examination, quality assurance of the student's graduate works, and award of master's and Ph.D. degrees.

We hope that this document will be a pinnacle for the graduate studies operation at SUZA, assisting in offering more quality education. Besides, it will be a key reference to the DGSRC and instructors at the graduate level.



Prof. Moh'd Makame Haji  
**Vice Chancellor**  
**State University of Zanzibar**

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## ABBREVIATIONS

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DGSRC	Directorate for Graduate Studies, Research, and Consultancy
DVC-ARC	Deputy Vice-Chancellor – Academics, Research & Consultancy
EACS	East Africa Credit System
GSC	Graduate Studies Committee
GSG	Graduate Study Guidelines
GSS	Graduate Studies Section
IPR	Intellectual Property Right
Ph.D.	Doctor of Philosophy
SUZA	State University of Zanzibar
TCU	Tanzania Commission for Universities
UQF	University Qualifications Framework
VC	Vice Chancellor

## DEFINITIONS OF THE TERMS

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**Candidate:** In these guidelines, this term is used interchangeably with the term student.

**Conflict of interest:** This means situations in which financial or other personal considerations may compromise — or have the appearance of compromising — a student's professional judgment in conducting or reporting research.

**Directorate of Graduate Studies, Research, and Consultancy (DGSRC):** This means the organ of the University responsible for the registration, monitoring, and management of the graduate studies, research, and consultancy of the University.

**Discontinuation:** This refers to the termination of the registration of a student due to failure by the student to maintain satisfactory academic progress or general conduct, as prescribed in the general student regulations, in any phase of his/her graduate program.

**Dissertation:** This is an extended piece of writing on a given topic and is submitted usually as a part of fulfilling the requirement for the specific award- this is usually involved in taught courses.

**Extension:** This means a process of increasing time for study when a student fails to complete their theses/dissertations within the specified period of their study.

**External examiner:** This means an independent staff from the outside University and who acts as a second examiner to the review and assessment of the student's thesis, and whose assessment will contribute to the final grading of the student's thesis.

**Field of Study:** A particular professional specialization that constitutes the qualification awarded to an academic or any student at any level.

**Freezing:** This means stopping studies for a specified period where the period will not count into the student's registration time.

**Graduate studies:** Refers to the programs equivalent to the UQF Level 9 and 10 respectively as prescribed by the Tanzania Commission for Universities (TCU) guidelines.

**Internal examiner:** Refers to an independent staff from the student's supervision among the competent academic staff within the University community, and whose assessment will contribute to the final grading of the thesis.

**Leave of absence:** This is the permission to be absent from the University or studentship.

**Manuscript:** This refers to a publishable document that is a product of a research project for postgraduate degrees; the product of research within academia, professional contexts, and research organizations.

**Plagiarism:** This means to present work, words, ideas, theories, etc. derived in whole or part from a source external to the student as though is a student's own effort.

**Postponement:** this means stopping studies for a semester or a full academic year where the period will count into the student's registration period.

**Quality:** It means that all teaching and research undertakings, aim at meeting the national and international standards of higher education.

**Research seminar:** This means a platform where students present their research works in conferences, workshops, exhibitions, journal clubs, etc.

**Semester:** It is a part of the academic year structured into a minimum of 15 learning weeks

**Seminar:** This means a small group teaching situation in which a subject is discussed, in-depth, or a problem is collectively addressed and solved by the students.

**Senate:** This means the University's main organ responsible for all academic affairs of the University as prescribed by the University Act.

**Student:** This means any enrolled person in the University to pursue a course of study at the University in any graduate-level program.

**Thesis:** It is a monograph submitted in support of students of the outcome of student candidature for an academic award of a qualification.

**Termination of studies:** This means ending the study before the completion of the requirements of the program enrolled or registered.

**University:** Unless stated otherwise, in these guidelines, the University refers to the State University of Zanzibar (SUZA).

**University Qualifications Framework (UQF):** Tool for comparing levels, credits, and competencies attained by the holder of the qualification awarded in a foreign university institution as prescribed by the TCU.

**Viva voce.** Refers to the examination through oral presentation.



# CHAPTER ONE

## INTRODUCTION

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### 1.1. Background

The State University of Zanzibar (SUZA) is a public university in Zanzibar that was established by Act No. 8 of 1999 of the House of Representatives of Zanzibar and then amended by Act No. 11 of 2009 and Act 7 of 2016. The University became operational on 26 September 2001. Since it was established, the University has been expanding in space, number, and diversity of academic programs, and student enrollments accommodating several students at different levels of undergraduate as well as graduate studies.

The scope of the graduate training at SUZA covers a wide range of fields of study – natural science, social science, science and technology, and humanities studies. It also includes both research degrees and those combining coursework and dissertation at Ph.D. and Master levels programs.

The Directorate of Graduate Studies, Research, and Consultancy (DGSRC) is the University's central organ for graduate studies administration and coordination. The schools, and institutes together with their respective departments have the sole authority and ownership of the graduate studies programs they are offering. These guidelines provide procedures and standards for affairs related to these programs and it has been crafted in line with the SUZA vision, mission, and core values as presented hereafter.

### 1.2. SUZA Vision, Mission, and Core Values

***Vision:*** To be a preferred higher education institution of learning and research in Eastern Africa.

***Mission:*** To offer quality and broadly relevant education and research in order to develop a knowledge-based society that can tackle the challenges of the 21st century and beyond.

#### ***Core Values***

These values are: -

- Embrace and drive changes
- Teamwork

- Build an open and honest community
- Freedom of thought and expression
- Punctuality and quality
- Action-oriented
- Good Intention
- Patriotism

### **1.3. The rationale of the Guidelines**

SUZA strives for continuous academic development and is increasingly introducing graduate programs for masters and Ph.D. degrees in different disciplines such as Science and Technology, Agriculture, Business, Tourism, Health, Education, Linguistics, and Media studies. These guidelines respond to the existing need of ensuring efficiency in managing graduate programs.

By enacting these comprehensive guidelines, SUZA aims to institutionalize the mechanism for governing graduate studies and ensure the existence of quality provision of graduate education based on national standards as prescribed by the Tanzania Commission for Universities (TCU) and other international authorities.

While serving the function explained above, this document sets the mandates of different University organs and the specific actions that need to be taken during graduate queries and their relationships. In doing so, the guidelines provide clear direction for the coordination of various activities in administering graduate studies at SUZA. Therefore, the guidelines will increase transparency in providing services to graduate students, as well as in their academic process, an important aspect to achieving a fair and objective process for students' admission, progress follow-up, students' assessment, and award of the graduate degrees and non-degree graduate qualifications.

Importantly, the guidelines stipulate standards, which are either comparable with or higher than other universities in Tanzania, and which adhere to the TCU guidelines relating to the administration and provision of graduate education at SUZA. Thus, this document is a pivotal element of quality assurance in the provision of graduate education as aspired by the University's vision and mission.

Furthermore, the document is designed to improve communication across different schools, institutes, departments, and centers offering graduate education at SUZA. Therefore, the document is imperative for harmonizing disjointed actions and procedures across the University academic fields and faculties at the graduate level.

Finally, the guidelines are reference for required procedures and requirements for admission, registration, teaching, examinations, supervision, graduate research, and monitoring of different graduate programs. The guidelines establish foundations for ensuring that academic integrity, quality education, and efficiency in the delivery of graduate education are attained when administering the graduate programs.

#### **1.4. Purpose of the guidelines**

These guidelines aim at enhancing efficiency in the provision of both academic and administrative services provided by the DGSRC and the Schools/Institutes in coordinating, governing, and implementing graduate studies at SUZA. The document, in conjunction with other university's relevant guidelines, will be the reference point for any decision of graduate-level academic affairs. The specific objectives of the guidelines are-

To set up the framework for governing the graduate studies and ensuring consistency in the provision of graduate education in different Schools/Institutes of the University.

To maintain the quality provision of the graduate studies to meet the expected learning outcomes, taking into consideration national and international standards.

To streamline the procedures for running the graduate studies (e.g., application, admission, registration, teaching, research, examination, and graduation) as per the University's established academic regulations, national and international standards.

#### **1.5. Scope of the guidelines**

The guidelines provide the directives and guidelines on all matters of graduate education at SUZA. The document articulates the directives for graduate education governance, administration, and a set of standards and guidelines for running graduate studies. In the implementation of these guidelines, the document has emphasized the importance of referring to other general and academic policies and regulations of the University.

The issues presented in this document span the categories of graduate studies administration and coordination, procedures for students' application to enrollment, students' support, assessment and examination, students monitoring, coursework and thesis programs, ethical consideration, and academic integrity.

The breadth of each of these components is described based on the wide University Quality Assurance Policy, Research, and Publication Policy and Students Welfare Guidelines, and other relevant rules and regulations of the University. Thus, the directives given under these guidelines will not whatsoever contravene the overall University framework and should be applied congruent to the same.

#### **1.6. Guidelines application and enforcement**

This applies to all graduate students and to those associates (academics) who provide graduate education. The DGSRC is the main University body that supervises and advises on the clauses of these guidelines and through it, all coordination activities are arranged. Also, guidelines are directly applicable to the University's schools, institutes, and departments that host and have been given the mandate to operate any of the graduate programs. The implementation of the guidelines can be directed and executed by the consent of the chairperson of the Senate i.e., the development of new forms, and interpretation of the clause among others.

## CHAPTER TWO

### ADMINISTRATION, ADMISSION AND REGISTRATION PROCESS

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#### 2.1. Organization and Structure for the DGSRC

The DGSRC shall be the main organ responsible for administering the graduate studies guidelines (GSGs). The Directorate has three Heads of sections: Graduate Studies Section (GSS), Research and Publication Section, and Consultancy and Outreach Programme Section as illustrated hereafter. These guidelines give elaboration on the mandate of the issues about graduate studies only, hence the GSS.

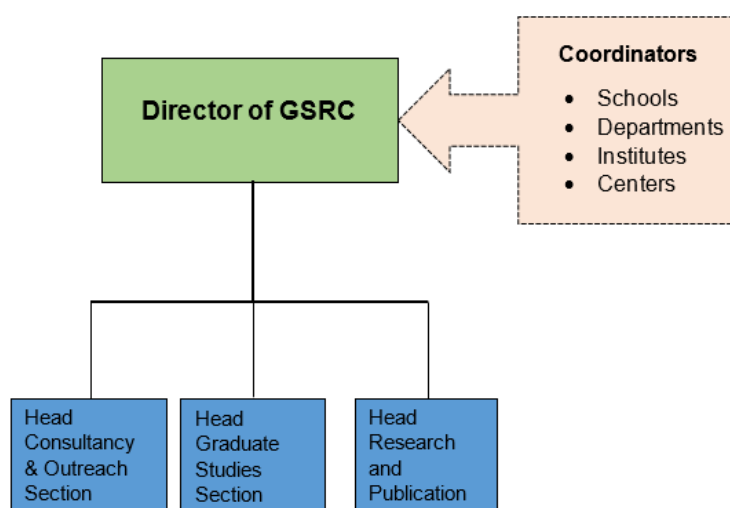


Figure 1: The Structure of DGSRC

#### 2.2. Roles of different entities

##### 2.2.1. The Office of DVC-ARC

- i. The DVC-ARC shall be the office to which all matters under DGSRC are reported to.
- ii. The DVC-ARC office shall oversee all research and graduate studies undertaking at the University.

### **2.2.2. The DGSRC**

- i. There shall be a Graduate Studies Section in the Directorate that will be responsible for the coordination of all matters related to graduate studies.
- ii. The DGSRC shall report to the DVC-ARC office for all management and proposal for decision for all matters pertaining the graduate studies.
- iii. The directorate shall perform the administration and management of all operations of the graduate studies including;
  - Admission
  - Registration
  - Student Information Management
  - Research and publications
  - Outreach
  - Intellectual property
- iv. The directorate shall be responsible for the coordination of the implementation of the Senate resolutions pertaining the graduate studies across schools and departments.
- v. Review students' inquiries for program change and provide notifications from the schools and departments.

### **2.2.3. School/Institute/ Center Coordinators**

- i. There shall be the school coordinators for the graduate studies in the schools, institutes and or centers hosting the graduate studies programs at SUZA.
- ii. The coordinators shall report to the Deans'/Directors' office on daily operations.
- iii. The schools, institutes and centers shall have direct communication with DGSRC on exercising their responsibilities on graduate studies education according to this policy through School Academic Committees.

### **2.2.4. Specific Roles of Schools/Institutes**

- i. Coordinate all graduate studies programs at the School level.
- ii. Review and approve students' progress through the School Academic Committee.
- iii. Recommend the students' supervisor to the Senate for approval.
- iv. Approve the final manuscript of the students as required by TCU standards.

- v. The school/institute and the respective departments should establish a system for tracking student supervision to ensure the smooth progress of students' research work.
- vi. Oversee the examinations at the graduate level.

#### **2.2.5. Roles of the Departments**

- i. Coordinate the daily running of the graduate academic programs
- ii. Search, review and recommend the student's supervisors to the school.
- iii. Monitor students' progress and maintain their records.
- iv. Administer second graduate students' seminar of the dissertation/thesis before the exam as prescribed by the TCU standards.
- v. Conduct the first seminar as an assessment of graduate students' research proposals and recommend to the school as prescribed by the TCU standards.
- vi. Conduct all departmental routines as prescribed by the University's Academic Regulations.
- vii. Review students' inquiries for program change and provide notification to the school.
- viii. Manage and maintain University wide's academic records (admission and assessment) of the graduate students at the Department level.
- ix. Conduct examinations for graduate programs under the department.
- x. Approve students' research proposals for full further steps of the research.
- xi. Overseeing supervisor(s) internal and external examiners' inquiries.

#### **2.3. Graduate Committee**

- i. There shall be an Ad-hoc Postgraduate Committee (APC) that may be called by the DVC- ARC whenever is necessary. The APC shall constitute of the following members: -
  - a. DVC- Academics, Research and Consultancy (Chairperson)
  - b. Director of GSRC (Secretary)
  - c. Dean of Schools (Members)

- d. Any other person as an invitee whose presence will be deemed important by the DV-ARC for successful deliberation of any matter in question. This shall not have a decisive vote.
- ii. The graduate committee shall serve the following functions: -
  - a. Overseeing quality assurance standards for graduate studies programs at SUZA with the help of the University's Quality Assurance Unit.
  - b. Listen to postgraduate quires before sending to the Senate for deliberation and decision.
  - c. Any other task that may be deemed relevant by the office of Vice Chancellor (VC) or the Senate.

#### **2.4. Application Procedures and Requirements for Admission**

- i. Application to any program of graduate studies is subject to a formal application announcement made by the University on each of the respective years.
- ii. All applications into any of the graduate study programs shall be subject to completion of the UQFL level 8 and UQF level 9 and shall conform to the minimum grade points as stipulated by the TCU Standards and Guidelines.
- iii. Each graduate program established shall prescribe its entry requirement, which reflects the competencies required but shall not be below the latest TCU standards and guidelines of the time.
- iv. All applicants wishing to join the University are required to apply for admission and all inquiries should be addressed to the Director of DGSRC as prescribed in the application announcement of that particular year of study.
- v. Applicants are required to provide the University with details of their academic qualifications, addresses, photocopies of academic and birth certificates, and other relevant documents as specified in the graduate application. Also, he/she should submit four recent stamp-size photographs. The graduate studies online application portal will be used to fill out the application form.



- vi. Applicants are required to pay a non-refundable application fee specified in the graduate application guidelines. Such a fee may be subject to change as per time-to-time revision by the University management without prior notice to the applicant.
- vii. Every applicant must submit details of contacts of two referees who are in a position to give detailed recommendations of the candidate. Out of the two referees, one should be a previous applicant's academic staff from the previous institution. For those in employment, one of the referees must be their employer.
- viii. Payment must be made before or at the time of registration. Payments are to be addressed to the SUZA, and a receipt will be issued by the Directorate of Finance's office to be presented for registration.
- ix. Any applicant previously discontinued from any other university studies as a result of cheating to gain admission, shall not be admitted to this University. If he/she managed to gain admission to this University and it has been proved further that he/she cheated in another university to gain admission he/she shall be discontinued from studies immediately, and no repayment shall be made.
- x. An applicant who has previously attended this University and was discontinued on academic grounds may apply to this University after the elapse of two academic years.
- xi. Upon completion of the application period, all received applications will be handled by the DGSRC, which will have the responsibility to organize all necessary information for the assessment of successful candidates during the admission process as explained in 2.3 hereunder.

## **2.5. Principles of Admission**

- i. The admission process shall be in accordance to the existing academic guidelines and regulation made by the University or under the Post-graduate Academic Regulations.
- ii. The GSS together with schools/institutes will determine successful graduate applicants based on the pre-announced criteria in each program of the study and propose the list of applicants to the Senate for approval.

- iii. Upon completion of the evaluation procedures for applications, the admission letters will be given to each of the successful candidates through the existing graduate system.
- iv. After the Senate approval, the GSS shall announce the successful candidates through different University platforms and provide the admission letters to the candidates.
- v. Students must submit three duly completed registration forms (Appendix I) to their respective departments, school, and the GSS by the date determined by the Senate.
- vi. During the registration, the admitted students must bring with them for verification, their admission letters, original transcripts of grades from each school attended, original certificates received, and other relevant documents.
- vii. Legal actions will be taken against any applicant who presents forged documents regarding the National laws as prescribed by the University academic rules.
- viii. All admitted students are required to conform absolutely to the University's graduate Regulations and Guidelines. Failure to do so may lead to suspension or the denial of access to the University facilities.

## **2.6. Registration Procedures**

- i. Registration procedures shall follow directives made by the relevant University's academic regulations.
- ii. New students are to register at the DGSRC office upon arrival. The deadline for registration as SUZA students will be two weeks from the first date of orientation week. No student shall be allowed to attend classes unless he/she registers every semester.
- iii. Foreign students shall register as prescribed by relevant University Academic Regulations.
- iv. All students will be required to produce evidence of sponsorship/financial support for confirmation during the registration before they can be formally registered at the University.
- v. Except in exceptional circumstances, no student will be allowed to change the program later than the second week after the beginning of a semester. No student will

be allowed to change the program without prior approval by the Head of the Department and the respective School. The school shall communicate the decision to the GSS for the record. The intention to change the academic program shall be formally communicated by submitting a duly filled form as shown in see Appendix III.

- vi. All students must register for their courses online and on time, listing all their courses within the first two weeks of each semester. Failure to register online within the recommended time shall be subject to a fine as prescribed in the University's academic regulations.
- vii. Students must register for the elective courses running in the subsequent semester, the first four weeks of the operating semester. The respective departments have the responsibility to provide information about courses offered in each semester on time.
- viii. No change of names by students shall be entertained during study at this University. Students will only be allowed to use names appearing on their birth certificates.
- ix. Foreign students are required to comply with immigration regulations and other rules as prescribed by the relevant University's Academic Regulations.
- x. All active students shall register every semester.

## **2.7. Payment of Fees**

- i. No student shall be admitted and registered to the University without prior payment and evidence of sponsorship plan for the entire period of the programs they are seeking to be admitted. Continuous students are also required to produce evidence of sponsorship for the payment of the tuition and other University fees for the full year by the beginning of the semester before they can be permitted to continue using the University facilities.
- ii. An applicant will be required to pay tuition and other non-refundable fees before registration. Payment of at least half of the total annual fees should be made at the time of Registration. Failure to pay within the specified period will result in the withdrawal/cancellation of registration. The only tuition fee may be refunded when the cancellation has been submitted in writing to the office of VC within two weeks of registration.

- iii. No student will be allowed to attend classes at the University unless the required fees have been paid.
- iv. All payments should be paid in Bank, Banker's cheques, or any other acceptable mode payable to The State University of Zanzibar as prescribed in the admission letter. All payments will be based on the receipt.
- v. Foreign students are expected to pay their fees at a prescribed foreign rate whether in USD.

## **2.8. Period of Study**

- i. For the students in the full-time mode, the minimum period of study for a Master's Degree in eighteen months and a maximum of four years. For Ph.D. studies, the minimum period will be three years and the maximum are six years.
- ii. For part-time students, the maximum period of study for a Master's is five years and for a Ph.D. is eight years.
- iii. No students will be allowed to extend the maximum period of study for graduate studies. The student who fails to complete the within the specified period will be absconded from the University.

## **2.9. Credit Transfer**

- i. The University's applicable academic regulations and the TCU credit transfer standard will be applied to determine the credits acceptable for transfer.
- ii. Students enrolled in the graduate program from another university may apply to complete their programs of study at SUZA, provided that the former university is an accredited institution of higher education recognized by the TCU and has an appropriate match of the field of specialization.
- iii. Applications for transfer of credits already gained at their previous university shall be channeled through the respective department, school/institute, and GSS.
- iv. An applicant whose transfer has been accepted by the University will be required to pay the University fees as prescribed by the University-wide regulations for the academic years to be pursued.

## **CHAPTER THREE**

### **SUPERVISION AND SUPPORT**

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#### **3.1. Hosting Registered Students**

- i. The students must participate in orientation week as prescribed by the University's Postgraduate Academic Regulations or any other relevant University guidelines.
- ii. Upon the formal commencement of the studies, the departments through their respective schools shall have the duty to recommend to the DGSRC the main and co-supervisors of the student for both Master and Ph.D. students.
- iii. Such recommendations as in 3.1 (ii) above, shall be reviewed by the respective School Academic Committee, and be sent to the Senate for approval.
- iv. By the end of the first year, students should have their supervisors formally approved and assigned.
- v. The DGSRC shall write supervisor appointment letters to the supervisors and the head of the respective department shall write the letter to the students on the assigned supervisors.

#### **3.2. Procedures for Appointment of Supervisors**

- i. A graduate student shall be required to pursue the program under the instruction or supervision of an academic/research staff.
- ii. The respective departments shall search and recommend the supervisors to the School Academic Committee which will forward the proposal to the Senate for approval.
- iii. The recommended supervisors by the department to the School Academic Committee shall remain a provisional supervisors until he/she is approved by the Senate.
- iv. Each student of the Master's program shall be assigned at least two supervisors – one as the main supervisor and the second one as a co-supervisor. In special circumstances, one supervisor may be assigned to a master's student.

- v. For the Ph.D. program, there will always be at least two qualified and experienced supervisors assigned to each student.
- vi. The main supervisor should be among the academic staff from SUZA and where necessary may be appointed from outside the University.
- vii. The main supervisor will be the most responsible for student supervision while the co-supervisors will be allocated to assist the student supervision.

### **3.3. Qualities of a Supervisor**

- i. The main supervisors for Master's and Ph.D. candidates shall have such minimum qualifications as prescribed by the TCU supervision standards.
- ii. A co-supervisor shall be an academic or technical person whom the respective department has deemed essential in the supervision of the student, but meet the requirements of the TCU supervision standards.
- iii. In line with the TCU standards, for the Master's students, the supervisor should be a Ph.D. holder in the relevant field of study to the thesis/dissertation being supervised.
- iv. For the Ph.D. students, TCU standards shall apply where the supervisor for Ph.D. should be knowledgeable in the field of study of the thesis/dissertation is supervised and demonstrate both experiences in supervising the graduate students as well as publication in reputable journals.

#### **3.3.1. Responsibilities of the main supervisor**

Each main supervisor shall be required to perform the following responsibilities: -

- i. Maintain regular and effective communication with students i.e. monthly meeting and formalise by filling a specific form.
- ii. Link the student to the researchers working in the related fields.
- iii. Direct students from the beginning to the end of the research process.
- iv. Encourage and guide candidates in the conventions of scholarly presentations.
- v. Submit individual students' academic progress reports to the DGSRC through the Department each semester.
- vi. Review the quality of the student's work before submission to the DGSRC.

- vii. Attend the Oral examination of the student's first and second seminars as prescribed by the TCU standards.
- viii. Direct the student in the process of publication.
- ix. Attend the student proposal defense and viva voce.

### **3.3.2. Responsibilities of a co-supervisor**

- i. Communicate with students for all technical advisory.
- ii. Review the quality of the student's work before submission to the DGSRC.
- iii. Assist in the supervision of the thesis, particularly in multidisciplinary studies.
- iv. Attend the student viva voce.
- v. Collaborate with the main supervisor and add to the specific expertise required to support the student research process.

### **3.4. Supervision Load**

- i. The supervision load shall among other things consider the duties of the supervisor such as teaching, current administrative responsibilities as well as the current number and level of the students being supervised. The following is the proposed load of the supervisor: -
  - Each supervisor shall have a maximum of fifteen (15) students to supervise for the Master's level.
  - For Ph.D. supervision, a supervisor shall have a maximum of five students.
- ii. The new allocation of Ph.D. students to supervisors shall remain 3 students; only if the previous students have already reached the stage of thesis writing up that new allocation is possible. Where the previously allocated students are still in their first stages of research, no new students to the same supervisors will be allocated.
- iii. To ensure quality assurance, the Director of DGRSC should monitor the number of students each supervisor has in terms of agreed targets.

### **3.5. Payment of the supervisors and examiners**

- i. Payment for supervisors and examiners shall be prescribed by the Senate.

- ii. The supervisor payment shall be after the submission of a free error copy of students' work. This payment may be subject to the review by the University management.
- iii. The main supervisor, co-supervisor, and examiners should have different payment schemes based on their roles. The co-supervisor and examiner should be paid 60% and 50% respectively, of the main supervisor payment.
- iv. Notwithstanding, where the students were dismissed from their course and were supervised for at least one year, each of the main and co-supervisors shall be entitled to a payment of 40% of the total payment of supervisions.
- v. For the examiners, the payment shall be upon the completion of the submission of the complete examination report to the DGSRC.

### **3.6. Responsibilities of the students**

Each student should observe the following responsibilities: -

- i. Pursue his/her studies per guidelines and regulations
- ii. Familiarize themselves with the rules, regulations, and policies governing graduate education through coursework, thesis, and dissertation.
- iii. Inform the supervisors of problems and difficulties as early as possible.
- iv. Maintain regular consultation with their supervisors.
- v. Submit a progress report at the end of every semester to the supervisor.
- vi. Organize and present academic works professionally and accurately as required by these guidelines.
- vii. Attend and present in oral examinations (seminars) and viva voce.
- viii. Adhere to academic, and research ethics, and good conduct.
- ix. Perform any other academic and extracurricular determine by the respective department.

### **3.7. Difficulties in supervision and student progression**

It will be the duty of the departments to coordinate the communication between the students and their respective supervisors and ensure that fruitful communication to spearhead the



academic progress of the students exists. The following are steps that can be followed where difficulties in supervision/progress arise: -

- i. Where there is a significant gap in communication (with a maximum of three months) between the student and the supervisor the student shall be required to report that matter to the relevant department.
- ii. The respective department may then propose to the School Academic Committee for suspension or change of the supervisor based on the absence of communication. The School Academic Committee should forward the matter to the Senate within one month.
- iii. If the lack of communication is due to a student's absence for a significant time, the supervisor will be required to report to the respective department, and from then the department shall forward the issue to the School Academic Committee for resolution.
- iv. If the supervisor is absent and not accessible for a long time the respective department will propose to the School Academic Committee and then-Senate for the end of supervision and assign the student to another supervisor.
- v. The poor relationship between supervisors and students should be reported to the respective department and the report is submitted to the School Academic Committee for resolution.

### **3.8. Requirement of Research Skills for Graduate Students**

- i. All students undertaking graduate studies, by course work and by thesis only shall be required to take a course on research methods and/or academic writing to acquire relevant research skills needed to conduct their research.
- ii. A course on research methods and/or academic writing shall carry a minimum of 10 credits.

### **3.9. Change of Supervisor**

- i. A student may submit a request for a temporary or permanent change of supervisor. Such a request must be submitted by filling out the Intention to Change Supervisor form to the respective Department clearly explaining the reasons for the change.

- ii. Upon satisfaction with the reasons students for the change of supervisor, the department will file the case to the School Academic Committee, who will deliberate the decision and forward the case to the Senate, and the decision of the Senate shall be final.

### **3.9.1. Reasons for Changing Supervisor**

The reasons for changing the supervisors may include: -

- i. If there is evidence that the supervisor is no longer in contact with students or not active in the process of supervision.
- ii. If there is a clear conflict of interest between supervisors and the student;
- iii. The supervisor willingly does not accept the student(s) anymore and with a formal request for termination of his/her supervision of the student;
- iv. If the supervisor of the student deceased at any time before graduation. The newly appointed supervisor will be selected based on the same procedures to take over the role.
- v. If there are any other reasons that the Senate may find reasonable based on ensuring the academic integrity and progress of students.

## **CHAPTER FOUR**

### **PROGRESS MONITORING**

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#### **4.1. Research Progress Monitoring**

- i. Every research student shall fill in the confidential progress review form twice annually.
- ii. The student will channel the progress form through his/her supervisor and submit it to the head of the relevant department.
- iii. The department will review the progress form and forward recommendations to the dean of the school. The relevant department will then forward the DGSRC. The filled form should also be copied to the DVC-ARC office.
- iv. Whenever there is a need, the department may summon a meeting inviting at least two academic staff who are not supervisors to the candidate to discuss the progress and advise accordingly. If deemed relevant, the panel may meet the main supervisor on different occasions. During the discussion, the panel shall discuss and advise whether: -
- v. The student has progressed satisfactorily in his/her program of study.
- vi. The student is on track to complete his/her degree within the appropriate time.
- vii. Any decision required concerning the re-registration of the students for a lower degree other than the one for which they are registered.
- viii. The research student is satisfied with his/her supervision and the general provision of facilities and support within the school and the University.
- ix. The recommendations made in (iv: a-d) will be forwarded to the School Academic Committee, which upon satisfaction will be sent to the Senate for the final decision.
- x. The department shall inform students and their main supervisor of any specific decision on their progress in writing.

## **4.2. Postponement, Freezing, Extension, and Termination of studies**

### **4.2.1. Postponement of Studies**

- i. A student who has secured admission may defer or postpone registration for a period that is prescribed in the University's academic regulations during which his/her admission will remain valid.
- ii. For graduate studies, however, such postponement may be allowed for a maximum period of one year.
- iii. The respective School through the School Academic Committee will deliberate the postponement inquiry and upon satisfaction, the recommendation will be forwarded to DGSRC and then to Senate for decision. The school/institute shall communicate in writing to the student, department, and the DGSRC.
- iv. Permission for postponement shall be granted based on continued ill health supported by a doctor's medical certificate, maternity, financial problems, or for any other reasons which, in the opinion of the School Academic Committee, is strong enough to prevent a student from pursuing studies effectively.

### **4.2.2. Freezing Studies**

- i. A student who has just embarked on data collection can be allowed to freeze studies for a maximum period of one year irrespective of the degree he/she is pursuing, extendable to another year.
- ii. The year under freezing shall not be counted as part of the registration period of the candidate.
- iii. Students resuming studies after a freezing period of one year are required to re-register for a resume and may need to have their research reviewed to ascertain that their research has not been overtaken by time.
- iv. Freezing of studies will only be permitted during the normal study period. Students under the extension of registration shall not be allowed to freeze their studies.
- v. All matters related to postponement/freezing shall be presented to the department and then deliberated by the School Academic Committee, which then be forwarded to the

Senate for final approval. The decision shall be communicated by the school in writing to the student, the department, and the DGSRC.

#### **4.2.3. Extension**

- i. A registered student who wants to extend the period of study shall fill out an extension form to his/her respective department, at least three months before the end of the academic year.
- ii. The School Academic Committee will deliberate and channel the recommendations to the Senate for approval. The decision shall be communicated by the school in writing to the student, the department, and the DGSRC.
- iii. Application of the extension should be done under exceptional circumstances such as illness, financial difficulty, and any other reasons deemed to have affected the student's academic progress.
- iv. The extension shall be executed for a maximum of three months beyond which the research student will be required to pay the prescribed extension fee by the University. The extension shall be granted for three months, one semester, or one academic year.
- v. The mode and rate of payment for extension fees shall be prescribed by the University.

#### **4.2.4. Termination of or Discontinuation from Studies**

- i. The students will be terminated from their studies by either deregistering themselves or by being discontinued by the Senate.
- ii. The graduate student may deregister by withdrawing his/her registration at any time and will cease to be a student.
- iii. All procedures and matters related to the discontinuation of studies shall strictly follow the university's academic regulations.
- iv. In case the Senate discontinues a student, the student will have the right to appeal in writing to the Senate. The Senate will deliberate the student's appeal and then forward the appeal recommendations to the Council for final decision.

- v. A student who has terminated his/her studies is not entitled to reimbursement of any fee paid to the University and is liable to pay all the fees he/she was required to pay before his/her termination.

#### **4.3. Leave of Absence**

- i. Students may apply for a leave of absence for a period of up to 12 months.
- ii. The student shall fill in the form of Leave of Absence as a formal request (Appendix IX).
- iii. Applications shall be submitted in writing to the school/institute through respective departments, before the proposed start date of leave. The school/institute shall review the student's leave request and forward the recommendations to the Chairperson of the Senate for approval.
- iv. Leave of absence shall be granted on academic grounds an example of which is the exchange of students with other universities.
- v. If the leave of absence is granted, upon returning the student will be required to re-register.

## **CHAPTER FIVE**

### **COURSEWORK, EXAMINATION, AND RESEARCH MONITORING**

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#### **5.1. Coursework Requirements**

This section includes clauses regarding the requirements for students doing their graduate programs by coursework and dissertation. These are: -

- i. Candidates pursuing a Master's Degree by coursework and dissertation are required to complete a minimum of 120 credits as part of the coursework before they are allowed to do research and write a dissertation of 60 credits, making a total of 180 credits for the whole program.
- ii. Candidates pursuing a Ph.D. by coursework and dissertation are required to complete 290 credits as part of the coursework before they are allowed to do any research and write a dissertation of 250 credits, making 540 for the whole Ph.D. program.
- iii. Specific issues of credits shall be described fully in the programs' curriculum documents.

#### **5.2. Research Requirements for Master and Ph.D. Candidates**

The students undertaking research will be required to meet the following criteria: -

- i. For a Ph.D. by thesis, a minimum of six semesters is required to complete the Ph.D. program as prescribed by the TCU standard, while for a master's equivalent of 4 semesters is required.
- ii. As part of fulfilling the requirement of graduation, all candidates at all levels must submit their draft paper manuscripts based on their research results to peer-reviewed journals.
- iii. The requirement of having published or submitted journals articles based on research conducted during their candidature before graduation is as follow: -

**Table 1. Publishing requirements for different postgraduate students**

Program	Minimum publication requirements
Ph.D. (coursework and dissertation)	One paper manuscript was accepted in a peer-reviewed journal*.
Ph.D. (Research only)	One paper was published**, and at least two manuscripts were accepted in peer-reviewed journals.
Masters (coursework and dissertation)	One drafted manuscript intended for journal publication***.
Masters (Research only)	Two paper manuscripts submitted**** to a peer review journal.

**Note**

*\*Original acceptance letter from the editor-in-chief should be presented to the DGSRC.*

*\*\*Copy of the published paper should be handed to the DGSRC.*

*\*\*\*A complete manuscript ready for submission should be provided to the DGSRC. The copy should have been approved by the supervisor and the school.*

*\*\*\*\* A letter or notification from the peer-reviewed journal of submitting the manuscript be handed to the DGSRC.*

- iv. The DGSRC has the mandate to ensure that all submitted papers to the peer review journals are authentic.
- v. The authorship for the published paper, which is submitted to fulfill the requirement of the Ph.D. or Master thesis, will be set in such a way that the student will be placed as the first author.

### **5.3. Coursework Assessment**

The following clauses relate to the general guidelines for coursework at the graduate level.

- i. Candidates taking coursework shall be examined in all units for which they have registered at the end of the semester in which they are taught.
- ii. Where the coursework part of the Master's or Ph.D. programs prescribes continuous assessment and end-of-the-semester examination, the final examination shall be as prescribed by the curriculum. However, the pass mark shall be 50.



- iii. Continuous assessments may include but are not limited to tests, assignments, seminars, practical sessions, and review papers and should be as prescribed by the respective curricula.
- iv. The pass mark in all programs for each unit/course is 50%.
- v. Each unit/course is marked out of 100%. The marks are translated into literal grades as follows: -

**Table 2. Grading systems for graduate studies assessment**

Percentage	Grade	POINTS
70-100	A	5
60-69	B+	4
50-59	B	3
40-49	C	2
0-39	D	0

- vi. Any candidate who fails to attain a B grade shall sit for the supplementary examination at the time determined by the DGSRC.
- vii. If a student failed three times shall be absconded from the studies.
- viii. If student fail beyond three courses per semester shall be absconded from the studies.
- ix. Any candidate whose annual overall Grade Point Average (GPA) is below a B Grade, (i.e., GPA below 3.0) shall be discontinued.

## **CHAPTER SIX**

### **THESIS/DISSERTATION WRITING, SUBMISSION, AND EXAMINATION PROCEDURES**

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#### **6.1. Presentation of Master and Doctoral Thesis**

- i. All dissertations/theses shall be written with specified University prescriptions for writing dissertations/theses. The prescriptions for directions on how to write Master's and Doctoral dissertations/theses shall be provided to the students and supervisors by the respective departments.
- ii. These guidelines shall form the reference for assessment and formal publishing of the dissertations/theses before students' submission.
- iii. All supervisors (internal and external) will also be required to be familiar with these guidelines for consideration during the consultation with their research students as well as for the assessment of the submitted dissertations/theses.

#### **6.2. Submission of Dissertation/Thesis**

- i. Graduate students shall be required to submit the dissertation/thesis before the expiry program period.
- ii. A student shall fill out an Intention to Submit Form (Appendix III) to the school/institute three months before the submission of the thesis/dissertation. The school will copy the DGSRC-approved form.
- iii. The student should submit five hard copies of the error-free version, a soft copy, and a filled submission form to the DGSRC.
- iv. Every dissertation/thesis submitted should declare a statement signifying the authenticity of the student's work.
- v. The dissertation shall contain a statement of copyright indicating the ownership of the document.

- vi. No candidate may be permitted to submit a dissertation/thesis for the Ph.D. degree in less than two years and eight months for candidates on Ph.D. from the date of registration.
- vii. For a master's degree, the minimum time for submission shall not be less than 18 months for both coursework and research-only candidates.

### 6.3. Thesis Assessment

- i. To facilitate a smooth assessment of the dissertation/thesis, each candidate shall submit four loose-bound copies and a soft copy of the dissertation/thesis approved by the supervisor to the DGSRC.
- ii. The thesis will be sent to the examiners at most two weeks after the submission.
- iii. The examiners will be given a maximum of two months for assessing and grading the thesis accordingly.
- iv. The whole process for evaluating students' thesis/dissertation shall not exceed three months.
- v. The examiners shall be required to summarize their reports about the thesis using the guideline prescribed by the respective department.
- vi. The examiners will give a brief description of the adequacy or the shortcomings of the thesis, stating suggestions for improvement, followed by a descriptive summary and a grade. For grading purposes, the following scheme will be used.

Table 3. **Final grading systems for theses/dissertations**

Percentage	Grade	Remarks
70-100	A	PASSES - Excellent -minor correction to be done
60-69	B+	PASSES – Very good-few notable corrections to be done
50-59	B	Passes- Good- number of corrections to be done
40-49	C	Fails – Marginal fail- resubmit after major corrections
0-39	D	Fails - Rejected outright, rewrite the research

- vii. The results of the assessment by the examiners will be submitted to the school/department before being taken to the DGSRC, which will communicate the same to the candidate and the supervisor at least one month before the date of the viva voce.
- viii. All candidates will appear for the viva voce examination depending on the outcome of the assessment of the thesis by the examiners.
- ix. The final grade of the thesis shall be the average of the two examiners (external and internal examiners).
- x. In case of a discrepancy between internal and external examiners, the dissertation will be re-evaluated by another examiner who shall be appointed by the School Academic Committee with a representative from the DGSRC and then approved by the Senate. The third examiner's assessment of the thesis shall be retained as the final.
- xi. For implementation in Section 6.3 (x), the discrepancy shall be handled as shown in table 4.

**Table 4. Scenarios Regarding Discrepancy**

S/N	Scenario (Grades)	Results	Decision
1.	Major discrepancy (i.e. A and B)	Pass/Pass	Average
2.	Major discrepancy (i.e. A and C; B+ and C)	Pass/Fail	3 <sup>rd</sup> Examiner
3.	Minor discrepancy (i.e. B and C)	Pass/Fail	3 <sup>rd</sup> Examiner
4.	Minor discrepancy (i.e. A and B+; B+and B)	Pass/Pass	Average
5.	Minor discrepancy (i.e. C and D)	Fail/Fail	Average

- xii. The pass mark for the thesis/dissertation shall be 50%.

#### **6.3.1. Guidelines for Master and Ph.D. assessment of Dissertation/Thesis**

The following are the guidelines that will be followed for assessing dissertation/thesis at the Master's and Ph.D. levels: -

- i. For master candidates, each of the dissertations/thesis submitted shall be examined by two specialists appointed by the school/institute and approved by the Senate. One of the examiners must be external to the University. The other one must be any competent member of the University. The specialists must be holders of Ph.D. in the relevant field of study.

- ii. For Ph.D. candidates, there shall be one or two external examiners and one internal examiner, who will examine and grade the thesis. These examiners will be among those appointed by the school/institute and approved by the Senate in the relevant field of the thesis being submitted. The specialists must be holders of Ph.D., and be senior in the relevant field of study.
- iii. Both the internal and external examiners shall be required to submit their detailed reports about the dissertation/thesis within a maximum period of six weeks from the date of its dispatch.
- iv. If reports are not received by the DGSRC within six weeks, a reminder with a maximum extension of two weeks shall be served to the examiners. In absence of a response after such a reminder, new examiners shall be appointed.
- v. The final mark for the Dissertation/Thesis shall constitute the average from all examiners who assessed the dissertation/thesis for both Master's and Ph.D. students.
- vi. Each examiner shall be required to submit his/her detailed report about the dissertation/thesis with definite recommendations for one of the following recommendations as presented hereunder: -
  - a. To award the degree, subject to satisfactory performance at the oral examination. The dissertation/thesis can be passed without any further amendment or correction. Sometimes examiners may wish to include a list of suggested amendments for the candidate to use when publishing the material.
  - OR*
  - b. To award the degree after specified minor corrections have been made to the thesis and/or to the satisfaction of the Oral Examiner or nominee (who may be the Head of the respective Department), by a specified date, and subject to satisfactory performance at the oral examination.

This recommendation can be made when the dissertation/thesis has reached the required standard with minor corrections such as inconsistency in terminology, referencing problems, or typographical errors. These changes can normally be made within 3 months. When these corrections are made, the thesis will meet the standard and then will be ready for permanent binding and placement in the respective offices or Library.

*OR*

- c. To award the degree after revisions have been made to the thesis to the satisfaction of the Examiner or nominee (who will be the Head of the respective Department), by a specified date, and subject to satisfactory performance at the oral examination.

This recommendation is made when an examiner concludes that the revisions required are major, but are substantive including re-analysis of data, rewriting of chapters, or corrections of significant lapses in logic or coherence. These changes can normally be made within a 3–6-month period.

*OR*

- d. To permit the candidate to revise the thesis/dissertation and resubmit it for examination on one further occasion only.

This recommendation is made when an examiner concludes that the thesis is not yet of Master or Ph.D. degree standards. It will require further research, rewriting of specific sections, reconceptualization, and/or reorganization to reach the required Master or Ph.D. degree standards. The candidate will be permitted to resubmit, normally within 12 months.

*OR*

- e. Not to award the degree, but refer the dissertation/thesis to the appropriate authority within the University for consideration of the award of another qualification under UQF.

This recommendation is made when an examiner thinks that the thesis has substantive flaws incompatible with the requirements of a Master's degree or Ph.D. program but the work done can be recommended for the lower-level qualifications such as a Postgraduate certificate, postgraduate diploma, and Master program (for thesis originally meant for Ph.D.).

**Note:** *The consideration for another degree will be based on Senate approval.*

*OR*

- f. Not to award any degree or qualification at all.

This recommendation is made when an examiner thinks that the thesis/dissertation is in poor condition of its content and methodologies.

- vii. The DGSRC relies on the examiners' reports as a means of assessing whether or not the requirements have been met. Examiner's report should, therefore, address these

criteria specifically and also summarize the nature of the achievements and/or deficiencies in what the candidate has written. If the recommendation is to revise under vii-(c) or vii-(d), then it is important to give clear reasons for this and also to indicate the issues which should be addressed and/or the nature and extent of any improvements needed to make the thesis/dissertation acceptable.

- viii. If the recommendation is to award another lower qualification, whether with minor corrections, revisions, or a straight award, then it is helpful to suggest questions that might be put at the oral examination.
- ix. Suggestions for improvements to the research which might assist in future work or publication are also imperative in the assessments.

#### **6.4. Viva Voce Examinations for Master and Ph.D. Degree Programs**

- i. Both Master's and Ph.D. students shall be required to appear for a viva voce examination.
- ii. The viva voce examinations shall take place only for the candidate who obtained at least a grade B in his/her thesis/dissertation.
- iii. The DGSRC ensures that all organized viva voce by the school/institute meet the requirements and are conducted per these guidelines and other relevant regulations.
- iv. The members of the viva voce panel shall be selected according to the TCU guidelines. They have to be sufficiently qualified and experienced scholars in the research or related area to examine the candidate.
- v. The viva voce examination shall comprise four (4) members for Master candidates and five (5) members for Ph.D. candidates. These members shall be appointed by the Senate Chairperson, on the recommendation of the Dean/Director of the relevant school/institute, and head of the relevant Department where the candidate is registered.

#### 6.4.1. **The Viva Voce panel for Masters level**

For the Master's Degree, the viva voce panel shall be as follows: -

- i. The Dean of the related School/Institute or Head of the relevant Department (Chairperson).
- ii. External Examiner or his/her representative, appointed by the DGSRC
- iii. Internal Examiner or his/her representative.
- iv. One member is appointed by the respective School/Institute.

**Note:**

- *The director of the DGSRC or his/her representative from the DGSRC shall attend the viva voce examination. The DGSRC representative will ensure that the viva voce is conducted per prescribed procedures and regulations.*
- *All candidate's supervisors shall attend the viva voce examination.*
- *In the case of discrepancy, the 3rd examiner will be invited to the viva voce.*

#### 6.4.2. **The viva voce panel for Ph.D. level students**

The following compose the panel for viva voce for the Ph.D. candidate: -

- i. The Dean of the related School/Institute or head of related department or nominee (Chairperson).
- ii. Two External Examiners or their representatives, appointed by the DGSRC.
- iii. Internal Examiner or his/her representative.
- iv. One member is appointed by the respective School/Institute.

**Note:**

- *If the dean of the school or head of the department has no qualifications to head the viva voce sessions then a senior academician appointed by the VC shall chair the sessions.*
- *The director of the DGSRC or his/her representative from the DGSRC shall attend the viva voce examination. The DGSRC representative will ensure that the viva voce is conducted per prescribed procedures and regulations.*
- *All candidate's supervisors shall attend the viva voce examination.*
- *The head of the Department or his/her nominee shall be the recorder of the viva voce examination proceedings.*



- *In the case of discrepancy, the 3rd examiner will be invited to the viva voce.*

#### 6.4.3. **Procedures for Viva Voce**

- The viva voce shall follow the procedures prescribed by the TCU guidelines and standards.
- The DGSRC shall indicate and communicate the date of examination at least two weeks before the viva voce and inform the candidate in writing at least two weeks before the viva voce, with copies to the Head of the respective department, the Dean/Director, and the DVC-Academics.
- The viva voce panelists shall be provided with copies of the candidate's thesis/dissertation at least two weeks before the date of the oral examination.

#### 6.4.4. **Functions of panelists**

The function of the viva voce panelists shall be to ascertain that the thesis/dissertation presented fulfills the following criteria: -

- The dissertation/thesis is the original work of the candidate;
- The broader subject area in which the study is based is fully grasped by the candidate;
- Any weaknesses in the thesis are adequately clarified by the candidate; and
- A definite recommendation is made to the DGSRC and the School/Institute on whether the candidate should be declared as *passed* or *failed*.
- The duration of the viva voce examination will be specified by the DGSRC.
- The DGSRC shall communicate the results of the viva voce to the School Academic Committee, who will then present them to the Senate for final decision.

#### 6.4.5. **Procedures for handling outcomes of Viva Voce**

- The viva voce panelists should, as far as possible, work towards arriving at a unanimous decision on the candidate's performance. Where the panelists are unable to reach a unanimous agreement as to whether the candidate passed or failed, a vote shall be taken to arrive at a decision. A majority vote shall be required for passing the viva voce examination.

- ii. The chairperson's vote shall be reserved in situations where the vote results are the same.
- iii. At the end of the viva voce examination, the panel members shall sign the viva voce Examination Results Form, giving specific recommendations on the candidate's performance. This shall be submitted, along with a detailed report on how the candidate handled the questions, to the Chairperson for processing. Each panelist and invited persons in the viva voce examination shall receive a prescribed allowance by the University.
- iv. Where there is a disagreement (mismatch) between the recommendation of the thesis examiners and viva voce examiners, the decision of the viva voce panelists shall prevail.
- v. The decision by the viva voce panelists shall be based on one of the following options: -
  - The student has passed outright.
  - The student has passed - subject to minor corrections.
  - The student has passed - subject to major corrections.
  - The student has failed.

## **6.5. Guidelines for the Appointment of Examiners for Dissertations/Theses**

These guidelines aim to protect all involved in the examination process against potential negative perceptions; there is no implication that any individual would behave other than appropriately. In this regard: -

- i. Candidates and supervisors shall not be involved in the selection of examiners or members of an Examination Committee and will not be advised of the identity of the nominees.
- ii. For doctoral degrees, the identity of the viva voce examiner will only become known to the candidate when the viva voce has been approved. For the master students, the examiners will be identified during the viva voce examination.
- iii. Recommendations for examiners should be made to ensure that the examination process is rigorous, fair, impartial, and timely.

### 6.5.1. Dissertations/Theses examiners

Dissertations/Theses examiners shall not:-

- i. Have been involved in the supervision of the candidate as a supervisor, co-supervisor, or adviser.
- ii. Be, or have been, involved in any research collaboration with the candidate or provision of advice to the candidate beyond the “minor consultative role on some aspect of the candidate’s research”.
- iii. Be currently enrolled in a degree in the same subject and at the same level as that being examined.
- iv. Have any current or previous family or personal relationship with either the candidate or members of their supervisory team.

**Note:**

*Where an examiner assigned to a student is found to have any of the above qualities, the DGSRC shall communicate to the respective department and school for the change of the examiner at any time.*

### 6.5.2. Criteria for thesis assessment

The following are important considerations for examiners when they assess any Master's or Ph.D. student thesis/dissertation. The thesis/dissertation: -

- i. It is an original contribution to knowledge or understanding in its field.
- ii. Meets internationally recognized standards for such work.
- iii. Demonstrates knowledge of the literature relevant to the subject and the field or fields to which the subject belongs, and the ability to exercise critical and analytical judgment of it;
- iv. Is satisfactory in its methodology, in the quality and coherence of its expression, and in its scholarly presentation and format.
- v. Is free from any form of plagiarism and has not intervened in any academic integrity standards.
- vi. The dissertation/thesis must be the candidate’s work.

## **6.6. Submission of Reports by examiners**

- i. The examiner's report should be signed and submitted to the DGSRC. An email is satisfactory in the first instance provided that the original report will be subsequently received.
- ii. The University seeks to complete the examining process for a candidate within four months of the date of submission and so expects examiners to submit their reports within two months of receiving the thesis.
- iii. All communications with examiners concerning the submission of a report must be made through the DGSRC. If some unforeseen delay appears, the DGSRC should be informed. If an examiner is contacted by someone other than a member of the DGSRC, then the examiner should refer the matter to the DGSRC.

## **6.7. Revision and Resubmission**

Where a revised thesis has been resubmitted for further examination, either before, or after the viva voce, the following provisions apply: -

- i. Students should follow the same procedure as described in Section 6.2 to resubmit the thesis to the DGSRC.
- ii. The date of resubmission shall follow the timeline recommended by the viva voce panel.
- iii. The DGSRC will determine the date by which the thesis is to be resubmitted based on the nature of the revisions recommended.
- iv. The candidate is required to enroll and pay the prescribed tuition and research fees from the month in which the decision was made to the month by which the thesis is to be resubmitted.
- v. If the thesis is not resubmitted by the prescribed date, the registration of the candidate will be terminated.

## **6.8. Presenting the Final dissertation/Thesis**

- i. On completion of the examination five error-free copies of the dissertation/thesis in permanent hardcover binding, incorporating any necessary amendments or revisions must be submitted to the DGSRC for final approval. The copies shall be distributed to the DVC-Academics Office, respective School/Institute, DGSRC, main library, and to the candidate supervisor.
- ii. The candidate who submitted the final error-free copies will be required to sign a final submission form given by DGSRC during the submission and only after that he/she shall be eligible for graduation.
- iii. Candidates are also required to submit an electronic copy of the dissertation/thesis to the State University of Zanzibar Repository for online library purposes. The University repository assumes responsibility for the preservation of the document in digital format.
- iv. The specifications for printing and production of the thesis/dissertation should follow the requirements provided by the department or DGSRC.
- v. DGSRC shall develop procedures regarding abstract writing and submission. All students shall be required to write both English and Swahili versions of the abstract.

## CHAPTER SEVEN

### ACADEMIC RIGHTS, INTEGRITY, AND GOOD CONDUCT

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#### 7.1. Confidentiality and intellectual property

Confidentiality and intellectual property will be guided as per the following: -

- i. SUZA seeks to exploit benefits related to the establishment of research processes and results from her employees and students. The SUZA operates agreements between matriculated students and the institution concerning confidentiality and intellectual property rights, which are designed to protect both the institution and postgraduate students from malpractice or exploitation.
- ii. SUZA requires research students to assign their Intellectual Property Rights (IPR) to the University. Application for a transfer of copyright from the University to the individual student must be submitted in writing to the DVC-ARC.
- iii. In assigning IPR to the University, a research student is ensuring that, should the opportunity arise, the University will provide advice and assistance with the commercial exploitation of the research.
- iv. The University will also be responsible for protecting any IPR associated with the research.
- v. If the University decides to exploit a research student's work, an appropriate agreement will be drawn up between the University and the student, which will allow the student to benefit from any proceeds arising.
- vi. When a student and his/her supervisor conduct research which did not receive funding from the University, the principal to the right of ownership of the work of the research they have conducted are investigators and should receive acknowledgment when their work is used by another source.
- vii. The University, however, will retain all theses undertaken by the graduate students as the main IPR holder.

## 7.2. Academic Integrity and Plagiarism

The University seeks to observe academic integrity to ensure acceptable standards in research works and any other academic-related works hence the following guidelines will be enforced appropriate measures to any student who violates these guidelines: -

- i. Any student completing his/her research should declare and be seen in his/her thesis that it was his/her piece of work with novelty.
- ii. Any academic offense that infringes the practice of scientific and academic work such as plagiarism and forging in the work of students will lead to the nullification of the students' assignment be it as research (thesis) or a long-term examination.
- iii. Each thesis shall be subject to a plagiarism check offered by SUZA plagiarism check system.
- iv. The tolerable similarity index for plagiarism should be preferably 20% for both Ph.D. and Master theses. Any formal academic work (dissertation/thesis or long-term examination) that will have an above 20% of similarity index shall be subject to vigorous review, and will not be accepted as an original work of the student.
- v. Each student thesis/dissertation should be submitted with the approved plagiarism check report to the Director of the DGSRC via the head of the Department and supervisor.
- vi. Students should arrange to submit their plagiarism check when altogether to submit a thesis for examination.
- vii. As part of ensuring that good practice in observing scientific ethics in writing, each department shall ensure that all instructors teaching graduate studies or supervising a graduate student use plagiarism check facilities available at the university for his/her students.
- viii. The DGSRC and Quality Assurance Unit shall work collaboratively to ensure that all facilities for observing good conduct in scientific writing are observed by the students and staff in different schools, institutes, and departments.

### **7.3. Observing Research Ethics**

The University seeks to ensure both quality and ethics in the research process. It is hereby proclaimed that any student who wants to engage in research that involves human subjects shall be required to prove that he/she has got ethical clearance before he/she is allowed to pursue further in his/her research. Thus abide by the following: -

- i. At the University level, the GSS shall be responsible for the Ethical Clearance evaluation process.
- ii. The DGSRC shall screen all proposals and advise accordingly on the level of ethical clearance needed in such research. The clearance which needs special approval from National Authorities such as Medical and Clinical Research should be acquired in advance of research undertakings.
- iii. No research will be permitted without students demonstrating the plan for protecting human subjects from any harm which might be caused by the research including ensuring the confidentiality and discretion of the respondents in the research process.
- iv. The student shall fill in the Ethical Clearance Form (Appendix XII) and submit it to the DGSRC for review before data collection. The DGSRC shall screen the form for clearance to continue with the data collection. For the sake of efficiency, screening should not take more than two weeks from the date it was submitted to the DGSRC.
- v. To obtain ethical clearance, the student shall file the ethical clearance form and submit it to the DGSRC through their respective departments and schools/institutes.
- vi. Recommendation of the necessary steps or approval to continue with the research shall be communicated to the student in writing by the DGSRC.
- vii. The research committee shall be the responsible body regarding research ethics at the University and in case of sensitive issues and approval is needed, then resolutions will be presented to the Senate for approval.

### **7.4. Academic Misconduct**

- i. Any academic misconduct of graduate students during the research process or studies shall be managed under University-wide academic regulations.



- ii. The work of students who were found to cheat during the research process by producing a non-original work, and if failed to produce a corrected version shall be null and void.
- iii. The DGSRC shall report to the Senate on any incident of academic misconduct and will make a final decision regarding the matter.
- iv. Management of cases of cheating in the University Examinations shall follow the same examination regulations. The School Academic Committee will deliberate all cases and forward them to the Senate for final decision.

### **7.5. Support and academic advice**

- i. The DGSRC shall be the main body to provide support and any academic advice or help to graduate students.
- ii. The academic advisor shall be arranged in such a way that all students will have their major advisor after registration.
- iii. Change and update on any formal event scheduled regarding graduate studies shall be done by the DGSRC and approved by the Senate. The information from other sources shall not weigh as formal announcements or communication.
- iv. The graduate students also are entitled to benefits from all services provided by the Office of the Dean of the Students.

### **7.6. Complaints Procedures for Graduate Students**

The university shall be guided by the principles of justice and fairness in resolving any complaints by the graduate studies. The following sections give details on complaint principles and processes.

#### **7.6.1. Principles Underlying the Complaints Procedure**

- i. Before and at each stage of the processing of a complaint, every effort will be made by both parties to resolve the issue reasonably, fairly, and by agreement.
- ii. The complainant will not be disadvantaged through the making of a complaint, nor will the University impose financial charges in this regard.

- iii. The principles of natural justice, fairness, and respect for privacy and dignity will be observed throughout the complaint process.
- iv. The University makes a distinction between a complaint and an appeal. Complaints generally refer to the assessment of the program, staff, facility, or service delivery.

#### **7.6.2. Stages of Complaints Procedure**

- i. The first step of the complaint will be to the head of the respective department. After reasonable efforts to resolving the issue at the source, the complainant should discuss the matter with the Head of the respective Department, who will seek to produce a speedy resolution in consultation with the supervisor(s) and others as appropriate.
- ii. If this is unsuccessful, the complainant should report to the DGSRC following the principles stated above. The DGSRC will refer the complainant and relevant documents for consideration and decision to the ad hoc appeal committee which consists of the following members: -
  - The relevant Dean of the school (Chairperson)
  - The Head of the Graduate Studies Section.
  - The Head of the respective Department (Secretary).
  - The Chair of the Senate may appoint an external advisor as deemed appropriate.
- iii. The complainant and other parties shall be offered the opportunity to present a case to the committee.
- iv. The complaint panel will forward the findings and recommendations to the Senate for final decision. The decision of the Senate shall be final.

#### **7.7. Appeals**

SUZA acknowledges its statutory status obligation to assess the work of learners fairly and consistently. This obligation extends to the assessment, of course, assignments, and research work. An important element of fair and consistent assessment is an examination appeals procedure. The appeal process for graduate students will be as follow: -

- i. Graduate studies students may lodge an appeal in respect of their work within two weeks after the approval of the results by the Senate.

- ii. The appeal must be submitted to the DVC-ARC in writing, must be made on the appropriate form, and must be accompanied by the fee payable to the University according to the prescribed rate.
- iii. The outcome of the appeal will be formally recorded and reported to the appellant, the supervisor, the examiners, the Head of the respective Department, and the director of the DGSRC.
- iv. If the appeal is upheld and a revised result is decided upon by the Senate.

## **CHAPTER EIGHT**

### **PROGRAM EXITS, AWARDS, AND GRADUATION**

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#### **8.1. Graduate Programs**

- i. Programs leading to the award of the graduate degree, diploma, or certificate are designed per the UQF prescribed by the TCU.
- ii. Any student admitted to any of the graduate programs established shall have the right to exit from the program of study, award, and graduation after completion of the program's prescribed requirements. The following forms or exits and awards are recognized by SUZA.

#### **8.2. Types of Degrees and Awards**

- i. The degree of master by coursework and dissertation shall be awarded without classification.
- ii. The master's degree by thesis will be awarded according to the criteria of the thesis examination.
- iii. The degree of Doctor of Philosophy is awarded without classification.
- iv. Postgraduate Diploma is awarded to a student who has not fulfilled the requirements for a master's degree but meets the requirements of certification of a postgraduate diploma.
- v. The University Senate may confer an honorary doctorate award to any eligible person per the TCU guidelines.

#### **8.3. Exit**

- i. An exit award will be awarded to graduate students who exit from the program of study after failing to complete full program requirements but accomplishing a substantial amount of work to grant him/her an exit award.

- ii. If the student is admitted for a Master's degree by Coursework or by Thesis, OR for a doctorate and failed to complete requirements for the entire program of study but has completed a certain portion of the study that completes a particular UQF level such as UQF-level 9, the University may award a diploma to the student.

#### **8.4. Graduation**

After the successful completion of a degree of Master's or Doctor of Philosophy, a candidate has the right to graduate in person or absentia. Graduation advice may be obtained from the DGSRC.

## **LIST OF FORMS**

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Appendix I: Dissertation/Thesis Evaluation Form

Appendix II: Graduate Academic Progress Report Form

Appendix III: Intention to Submit Dissertation/Thesis Form

Appendix IV: Graduate Registration Form

Appendix V: Graduate Student Appeal Form

Appendix VI: Postponement of Studies Form

Appendix VII: Unfreezing of Studies Form

Appendix VII: Program Transfer Form

Appendix IX: Leave of Absence of Studies Form

Appendix X: Clearance Form

Appendix XI: Extension Form

Appendix XII: Research Ethical Clearance Form





**THE STATE UNIVERSITY OF ZANZIBAR**

P.O. Box 146

Simu: 255-24-2230724/2233337

Fax: 255-24-2233337

Zanzibar – Tanzania

E-mail: [vc@suza.ac.tz](mailto:vc@suza.ac.tz)

Web site: [www.suza.ac.tz](http://www.suza.ac.tz)