

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES

MARCH 2024

FOREWORD

The Vision of the Mbeya University of Science and Technology spells out the desire to become the leading centre of excellence for knowledge, skills and applied education in science and technology. In line with its vision, the University intends to provide high quality education that meets international standards. Since achieving excellence is not a static but rather a continuous and deliberate process, the University finds it indispensable whenever necessary to undertake a review of its various regulations and guidelines for improving the efficient and effective administration of postgraduate programmes.

The current revision has taken into consideration changes in the MUST Research Agenda, Corporate Strategic Plan, and University transformation. However, the General Regulations and Guidelines for Postgraduate Programmes are not exhaustive. Thus, they should be used along with Guidelines for Preparing Research Proposals, Dissertations and Theses. By doing so it is hoped that the University will significantly improve its research landscape and thereby play its role in ensuring that Tanzania keeps pace with global revolution in knowledge generation, dissemination and utilization.

Hence, it is expected that the revised version will be an essential tool for prospective registered students, supervisors, examiners and all higher degrees stakeholders.

Prof. Aloys Mvuma
Vice Chancellor

TABLE OF CONTENTS

1 FOREWORD	i
TABLE OF CONTENTS	ii
LIST OF ABBREVIATIONS.....	iv
DEFINITION OF KEY TERMS AND CONCEPTS	v
CHAPTER ONE: BACKGROUND INFORMATION	1
1.1 INTRODUCTION	1
1.2 MUST VISION.....	2
1.3 MUST MISSION	2
1.4 SITUATIONAL ANALYSIS	2
1.5 JUSTIFICATION OF THE GUIDELINES	3
1.6 SCOPE OF THE GUIDELINES.....	3
CHAPTER TWO:GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE STUDIES.....	4
2.1 GENERAL INFORMATION	4
2.1.1 SUBMISSION OF APPLICATIONS.....	4
2.1.2 APPLICATION FEES	4
2.1.3 CODING OF POSTGRADUATE COURSES	4
3.2 QUALIFICATIONS	5
2.2.1 POSTGRADUATE DIPLOMA	5
2.2.2 MASTERS' DEGREE	5
2.2.3 DOCTOR OF PHILOSOPHY DEGREE	6
2.2.4 OTHER REQUIREMENTS	7
2.3 REGISTRATION.....	7
2.4 PAYMENT OF FEES.....	10
2.5 MASTERS BY COURSEWORK AND DISSERTATION	10
2.6 MASTERS BY THESIS.....	11
2.7 MAXIMUM PERIOD OF REGISTRATION	12
2.8 EXTENSION OF REGISTRATION PERIOD	13
2.9 POSTPONEMENT OF STUDIES	14
2.10 FREEZING REGISTRATION	14
2.11 DEREGISTRATION	15
2.12 PERMISSION AND APPROVAL FOR TRAVEL	15
2.13 TRANSFER OF REGISTRATION	16
2.14 CREDIT TRANSFER FROM AND TO OTHER UNIVERSITIES TO MUST	17
2.15 CRITERIA FOR ESTABLISHING EQUIVALENCY OF COURSES.....	18
2.16 GRADES CONVERSION	18
2.17 PROCEDURES AND ADMINISTRATION OF STUDENT CREDIT TRANSFER	19
2.18 INTELLECTUAL PROPERTY RIGHTS CONTRACT	20
CHAPTER THREE: GENERAL UNIVERSITY EXAMINATION REGULATIONS	21
3.1 REGULATIONS COURSE WORK.....	21

3.1.1	REGISTRATION FOR EXAMINATIONS	23
3.1.2	ELIGIBILITY FOR EXAMINATIONS	23
3.1.3	ABSENCE FROM EXAMINATIONS.....	24
3.1.4	ASSESSMENT AND EXAMINATION	24
3.1.5	EXAMINATION DATES.....	25
3.1.6	EXAMINATION IRREGULARITIES	25
3.1.7	PUBLICATION OF RESULTS.....	27
3.1.8	PROGRESS FROM COURSEWORK TO DISSERTATION	28
3.1.9	COMPREHENSIVE AND VIVA VOCE EXAMINATION.....	28
3.1.10	CERTIFICATES, CERTIFICATION AND TRANSCRIPTS.....	29
3.1.11	INSTRUCTIONS TO CANDIDATES.....	29
3.1.12	NOTES TO INVIGILATORS.....	30
3.2	REGULATIONS ON THESIS/DISSERTATION	30
3.2.1	SUBMISSION OF THESIS	31
3.2.2	EXAMINATION OF THESES OR DISSERTATIONS AND DEGREE AWARDS	32
4.3	STUDENT COMPLAINTS AND APPEALS.....	37
3.3.1	STUDENTS COMPLAINTS	37
3.3.2	STUDENTS APPEALS	37
3.4	OCCASIONAL STUDENTS	37
3.5	SHORT TERM STUDENTS	38
CHAPTER FOUR: ROLES OF PARTICIPATORY ORGANS		40
4.1	DEPUTY VICE CHANCELLOR ACADEMIC, RESEARCH AND CONSULTANCY	40
4.2	POSTGRADUATE STUDIES RESEARCH AND PUBLICATIONS COMMITTEE	40
4.3	DIRECTORATE OF POSTGRADUATE STUDIES RESEARCH AND PUBLICATIONS	40
4.4	COLLEGE POSTGRADUATE AND PUBLICATIONS COMMITTEE	40
4.5	DEPARTMENTAL.....	40
4.6	APPOINTMENTS, DUTIES AND RESPONSIBILITIES OF SUPERVISORS	41
4.6.1	APPOINTMENT OF SUPERVISORS	41
4.6.2	THE SUPERVISOR(S)/SUPERVISORY COMMITTEE	42
4.7	RESPONSIBILITIES OF STUDENT.....	45
4.8	HANDLING OF BREAKDOWN OF SUPERVISOR/STUDENT RELATIONSHIP	46
CHAPTER FIVE: MONITORING AND EVALUATION.....		48
5.1	INTRODUCTION.....	48
5.2	PERIODICAL EVALUATION	48
5.3	EVALUATION REPORT.....	48
5.3.1	EVALUATION CRITERIA	48
5.3.2	FEEDBACK MECHANISM.....	48
5.3.3	GUIDELINES REVIEW AND AMENDMENTS.....	49
BIBLIOGRAPHY		50

LIST OF ABBREVIATIONS

CA	Continuous Assessment
DPSRP	Director of Postgraduate Studies, Research and Publications
DSS	Director of Student Services
DVC ARC	Deputy Vice Chancellor Academic, Research and Consultancy
FTC	Full Technician Certificate
GPA	Grade Point Average
ID	Identity Card
MIST	Mbeya Institute of Science and Technology
MTC	Mbeya Technical College
MUST	Mbeya University of Science and Technology
PEX	Postponement of Examination
PhD	Doctor of Philosophy
PSRPC	Postgraduate Studies, Research and Publications Committee
SIMS	Students Information Management System
TCU	Tanzania Commission for Universities

DEFINITION OF KEY TERMS AND CONCEPTS

(a) Appeal

An appeal shall mean a review by the Senate of its own previous decision based on new facts which have been produced and were not considered in arriving at the first decision and/or if the Senate overlooked certain rules/laws in making the previous decision.

(b) Deregistration

Deregistration refers to withdrawal of the registration initiated by a student or the University subject to conditions provided under these regulations.

(c) Freezing of Studies

Freezing of studies shall mean stopping studies for a specified period where the period will not count into the student's registration period.

(d) Postponement of Studies

Postponement of studies shall mean stopping studies for a semester or a full academic year where the period will count into the student registration period.

(e) Dissertation

Means an academic writing that presents the author's research and findings and is submitted in support of partial fulfilment of candidature for a degree or professional qualification. Dissertations shall be internally and externally examined.

(f) Thesis

Means an intellectual academic writing that presents the author's research findings and is submitted in fulfilment of candidature for a degree or professional qualifications.

(g) Senate

The University organ established under the MUST Charter, 2013 under Article 19.

(h) Academic Award

This means a final University award conferred to a qualified registered candidate after the successful completion of a programme.

CHAPTER ONE

BACKGROUND INFORMATION

1.1 Introduction

The history of Mbeya University of Science and Technology (MUST) dates back to 1986 when Mbeya Technical College (MTC) was established by the Government of Tanzania to train Full Technicians at Certificate Level (FTC) under the Russia - Tanzania Training Support. The College existed up to mid-2005 offering programmes in the fields of Architecture Technology, Electrical Engineering, Civil Engineering and Mechanical Engineering. In July 2005, MTC was transformed into a comprehensive multidisciplinary Mbeya Institute of Science and Technology (MIST) by the National Council for Technical Education (Mbeya Institute of Science and Technology) Establishment Order, 2004.

The transformation was a Government's move towards strengthening the College to become a fully fledged University. Mbeya Institute of Science and Technology registered a number of achievements including the restructuring of FTC programmes to Ordinary Diploma programmes and the introduction of Undergraduate Degree programmes which eventually led to the expansion of student enrolment. Following these achievements, on 29th March 2012 after being issued with a University Provisional Licence by the Tanzania Commission for Universities (TCU), the Institute was transformed into a fully fledged University namely Mbeya University of Science and Technology (MUST). The University was granted the Mbeya University of Science and Technology Charter on 20th August 2013.

Postgraduate studies which started in the 2019, have been an important component of the University's activities. The first Postgraduate students graduated in 2020. Gradually, the number of postgraduate programmes and

students at MUST has been growing. Hence, Regulations and Guidelines are intended to assist postgraduate students and their supervisors in planning and producing work of high academic standard worthy of the intended award.

1.2 MUST Vision

The Vision of Mbeya University of Science and Technology is to become the leading centre of excellence for knowledge, skills and applied education in science and technology.

1.3 MUST Mission

The Mission of Mbeya University of Science and Technology is to develop academically, technologically and socially competent students, staff and other stakeholders who will be responsive to the broader needs and challenges of the society specified by:

- (a) Facilitating appropriate tuition, practical training and support according to the needs of students and other customers;
- (b) Encouraging staff commitment to quality education and services including research, consultancy and innovation;
- (c) Fostering lifelong learning, honesty and responsibility;
- (d) Promoting an environment conducive to human development;
- (e) Promoting effective entrepreneurship and usage of appropriate technology that meets national and international needs and standards through skills and practical-oriented training, research and consultancy.

1.4 Situational Analysis

MUST developed its first regulations and guidelines for postgraduate programmes in 2019. Since operationalization of the guideline there have been several developments that include the release of the third Corporate Strategic Plan 2021/2022 - 2026/2027, review of MUST Research Policy and

Operational Procedures, 2023, review of Scholarly Publishing Guidelines, 2023, and review of Research Agenda, 2023. These developments have necessitated the review of the University's General Regulations and Guidelines for Postgraduate Programmes.

1.5 Justification of the Guidelines

To streamline the postgraduate training, the University has developed these guidelines which explicitly spell out the expectation of all postgraduate students enrolled. The broad purpose of the Guidelines is to provide an institutional framework for offering and conducting postgraduate degree programmes. The effect of complying with these guidelines and regulations shall be the attainment of delivery of high quality postgraduate programmes comparable with the highest standards of excellence and best practices elsewhere.

1.6 Scope of the Guidelines

These Guidelines apply to Postgraduate Diploma, Masters by Thesis, Masters by Coursework, and Doctor of Philosophy by Thesis programmes at MUST.

CHAPTER TWO

GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE STUDIES

2.1 General Information

2.1.1 Submission of applications

- (a) All applications for postgraduate training at the Mbeya University of Science and Technology shall be submitted to the Director of Postgraduate Studies, Research and Publications through an online system available at the MUST website.
- (b) There shall be two application windows (first and second semesters) for degree by thesis.
- (c) The first semester normally begins in October and the second semester in March in each academic year.

2.1.2 Application fees

- (a) An applicant will be required to pay a non refundable application fee. The fee should be paid when the application forms are submitted to the online system.
- (b) The fees will be revised from time to time, as the need arises. Information on the fee applicable for any given year will be obtained from the University website.

2.1.3 Coding Of Postgraduate Courses

- (a) Each of the postgraduate courses shall be given a code number as follows:
 - (i) 500-598 series for Postgraduate Diploma Course (except dissertation).
 - (ii) 599 for Postgraduate Diploma Dissertations
 - (iii) 600-698 for Master's degree courses (except dissertation)

- (iv) 699 for Master's Degree Dissertations or Thesis.
 - (v) 700 - 798 for Ph.D. courses (except the dissertation);
 - (vi) 799 for Ph.D. Thesis.
- (b) The course prefix letters will belong to the Department running the programme followed by a four (4) digit numeral that indicates year, semester and course series number, respectively.

3.2 Qualifications

2.2.1 Postgraduate Diploma

An applicant for admission into a Postgraduate Diploma programme shall have the following minimum qualifications:

- (a) A Bachelor's Degree or an Advanced Diploma (or its equivalent) from a recognized institution of higher learning.
- (b) Candidates with equivalent qualifications must also possess at least secondary school certificates with at least five passes with at least three at credit level.
- (c) Offering units may prescribe higher standards.

2.2.2 Masters' Degree

An applicant for admission into the Masters' Degree programme of the Mbeya University of Science and Technology shall hold the following minimum qualifications:

- (a) At least a Second class degree from the Mbeya University of Science and Technology or an equivalent degree from a recognized institution of higher learning. Candidates who hold an unclassified degree (e.g., M.D.) should have at least a B grade average in the subject of the intended Masters' study.
- (b) Candidates with pass degrees may also be considered for admission if:

- (i) Their undergraduate performance in the proposed field of study was a B grade or higher and
- (ii) He/She has satisfied the relevant College with their academic potential through subsequent research experience and/or additional training.

A Candidate with a coursework average of B+ or higher in a specified Postgraduate Diploma may upgrade by registration to some courses and a Dissertation leading to a Master's Degree. Selection of the additional courses to be determined by criteria set by the respective College.

- (c) A candidate with a Postgraduate in the relevant field.
- (d) A Candidate with a coursework average of B+ or higher in specified Postgraduate Diplomas may upgrade to registration for a dissertation leading to a relevant Master's Degree.
- (e) For Masters by Thesis programmes, candidates must have at least an upper second degree in the relevant field.

2.2.3 Doctor of Philosophy Degree

A candidate for admission into the Doctor of Philosophy degree programme of Mbeya University of Science and Technology shall hold the following minimum qualifications:

- (a) Master's degree from the Mbeya University of Science and Technology or an equivalent Master's degree from a recognized institution of higher learning;
- (b) Candidates with an Upper Second-Class Bachelor's degree or holders of a distinction in the case of unclassified degrees may also be considered for PhD registration subject to fulfilling the conditions prescribed.

2.2.4 Other Requirements

- (a) Applicants with academic certificates obtained from foreign institutions of higher learning shall be required to submit the certificate to the Tanzania Commission for Universities (TCU) for certification.
- (b) A candidate discontinued from a postgraduate programme on academic grounds shall not be eligible for admission into the same programme unless he/she provides evidence proof that he or she has attended and passed a relevant professional or academic course lasting at least six months after the discontinuation otherwise, she/he will be eligible for admission into a different academic programme.
- (c) Students discontinued from studies because of examination irregularities may be considered for re-admission into the same programme or any other programme after the lapse of three years from the date of their discontinuation from studies. Such candidates shall be required to re-apply and compete with other applicants for re-admission into the first year.

2.3 Registration

- (a) In some disciplines, candidates will be registered for coursework study followed by research leading to a dissertation. In others, the degree study will be by research leading to a thesis without a prescribed coursework component.
- (b) Candidates may register as full-time or part-time students. Registration will take place during the first two weeks of Semester I and II for the respective intakes.

- (i) Candidates selected for admission shall be required to register at the commencement of the first academic year of their studies.
- (ii) Registration shall take place in the first two weeks of the respective academic year and shall be effected upon submission by the candidate of a duly filled registration form and upon submission of the following:
 - Admission letter;
 - Evidence of payment of the University fees;
 - Copies and the originals of transcripts and certificates (The originals will be returned to the candidate after physical verification);
 - Two stamp size (or passport size) color photographs; and
 - Duly filled registration forms
- (iii) When registering at the beginning of the first year of their studies; the forms MUST/PG. F1 shall be filled.
- (iv) Candidates shall be assigned supervisors after submission of the concept note.
- (v) Candidates shall renew their registration at the beginning of every subsequent year by filling and submitting a form (MUST/PG.F2) as well as paying the required fees.
- (vi) Failure to renew registration without any information shall result in automatic discontinuation from studies.
- (vii) Registration of new and continuing students shall take place within two weeks from the first day of the commencement of the academic year. A Student seeking registration during the fourth week shall be liable to a surcharge paid per day as the Council may from time to time prescribe. No student shall be

registered after the fourth week since the commencement of the semester.

- (viii) Candidates shall only be registered by names appearing on their certificates or a gazetted Deed Poll showing a legal change of names before registration. No change of names by students shall be entertained during the course of study at the University.
- (c) No student shall be allowed to postpone studies after the effective commencement of an academic year except under special circumstances and upon producing satisfactory evidence of the reason for postponement. For purposes of this rule, special circumstances shall include:
 - (i) Sickness;
 - (ii) Serious social problems (each case to be considered on its merit); or
 - (iii) Severe sponsorship problem.
- (d) Students shall be allowed to be away from the University studies for a maximum of two years if they are to be re-admitted to the same programme and to the year of study where they left off.
- (e) Candidates desirous of changing subjects/courses/programmes shall be allowed to do so after registration and within three weeks after the commencement of the academic year. No candidate shall be allowed to change subjects/courses/programmes after the fourth week of commencement of the semester.
- (f) With valid reasons, candidates within their studentships may apply for permission to change their study programme delivery modes within the Mbeya University of Science and Technology from DVC ARC.

- (g) Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme for which transfer is being sought and a vacancy exists in that programme.
- (h) Every registered candidate is required to submit a progress report (through an online system) to his/her supervisor who shall forward it to the College through the Head of Department.
- (i) A candidate who fails to submit a progress report within six months of the due date of submission shall be required to show cause in writing for his/her failure to submit progress in studies.

2.4 Payment of Fees

- (a) All admitted candidates shall pay the various categories of fees as approved by the University Council. Students with fee arrears will not graduate. Information on the fees to be paid is available in the University Prospectus or from the office of the DPSRP or respective College.
- (b) Every candidate must settle all fees and clear all debts to the University before graduation. A Clearance Form (MUST/PG.F17) filled in and signed by all the relevant authorities should be submitted to DPSRP in evidence of material non-indebtedness. No candidate shall be allowed to graduate unless he or she returns all borrowed University property and/or pays in full any debts due to the University.

2.5 Masters by Coursework and Dissertation

Candidates enrolled in the Masters degree by coursework shall observe the following procedures:

- (a) To complete the coursework component of the programme a student must pass a minimum number of credits, including all the prescribed core courses in the programme.
- (b) On the Senate's approval of the results, the candidate proceeds to the dissertation phase of the programme. He/she must write and table a comprehensive proposal in a departmental seminar for the departmental postgraduate studies committee to review and approve.

2.6 Masters by Thesis

Candidates enrolled in a Master's Degree by thesis shall be required to observe the following procedures:

- (a) Develop a research proposal and present it for review within four months after registration before the Department's Postgraduate Studies Committee.
- (b) The Proposal so developed shall be comprehensive and conform to the Guidelines on the writing of the Research Proposal.
- (c) On receipt of the Research proposal, the Chairperson of the Departmental Postgraduate Committee shall distribute a copy of the proposal for scrutiny at least seven days before the date of the seminar presentation.
- (d) On the date of presentation, the candidate shall be allowed 30 minutes of presentation followed by 1 hour of questions and answers.
- (e) If satisfied with the Proposal's quality, the Department shall submit the proposal to the College Postgraduate Studies Committee.
- (f) The candidate shall be called to present his/her Research Proposal before the College Postgraduate Studies Committee.

- (g) If satisfied with the quality of the Proposal the College's Postgraduate Studies, Research and Publications Committee will subsequently approve the proposals and report to the PSRPC for noting.
- (h) Research proposals for Masters by thesis candidates must be submitted to the College's Postgraduate Studies, Research and Publications Committee and approved within six months from the date of formal registration.
- (i) The candidate who, for valid reasons fails to complete his/her Thesis/Dissertation within the specified period may apply (using MUST/PG. F16) for an extension of the registration period. Such extension shall be paid for by the student in annual fees that will be determined by the Council from time to time. The extension period shall not exceed six months for full time and twelve months for part time candidates
- (j) Students registered for Master's Degree programmes by thesis may, on the recommendation of the relevant College Board, be required to do one or more formal courses appropriate to their fields of study. In addition, students are advised to undertake short courses in Communication Skills and Computing.

2.7 Maximum Period of Registration

- (a) The maximum period of registration for a Postgraduate 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 six years for full time and eight 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.
- (e) A candidate who is discontinued from studies for a reason of expiration of the maximum registration period shall be informed in writing about such discontinuation. However, failure to access a letter of discontinuation shall not be accepted as a ground for appeal against the discontinuation decision:
 - (i) The duration of the registration period for thesis candidates, including the six months processing of registration, shall be two years for full-time candidates and three years for part-time candidates.
 - (ii) The duration of the registration period for coursework candidates shall be as stipulated by the relevant College and approved by the Senate. However, the duration should be between 18 to 24 Months.
 - (iii) Failure of a candidate to complete the Masters study programme within the specified period shall necessitate his/her discontinuation from studies unless the Senate has approved the application for extension after the supervisor's recommendation.

2.8 Extension of Registration Period

- (a) Candidates who for valid reasons, fail to complete their theses/dissertations within the specified period may apply using MUST/PG.F16 for an extension of the registration period.
- (b) The student shall pay a monthly extension fee as the Council may from time to time prescribe.

- (c) The extension period shall not exceed six months for full-time and twelve months for part-time candidates.
- (d) Under very special circumstances, the PSRPC may consider a further extension of the registration period for a maximum of six months provided that the period so allowed shall be within the maximum allowable period of registration.

2.9 Postponement of Studies

- (a) Postponement of studies shall mean stopping studies for a semester of a full academic year where the period will count into the student's registration period.
- (b) Postponement of studies shall not be entertained. However, under special circumstances, permission to postpone studies may be considered as per Regulation 2.3.3 for students in the coursework phase. Students in the thesis and dissertation phase shall be required to freeze registration as per Regulation 2.10.

2.10 Freezing Registration

- (a) Freezing of studies shall mean stopping studies for a specified period where the period will not count into the student's registration period.
- (b) If, for any sound reason, a candidate fails to continue with his/her studies, he/she may apply to the PSRPC for freezing of registration through his/her Department and College.
- (c) The maximum period for such freezing shall be two years.
- (d) Freezing of registration is not allowed for students during the coursework phase.
- (e) Permission to resume studies must be sought from the DVC ARC using form MUST/PG. F12.

2.11 Deregistration

- (a) Deregistration refers to the withdrawal of registration. For any reason and at any phase of the postgraduate programme, a candidate may wish to withdraw his/her registration at the University.
- (b) Permission for deregistration from studies shall be granted in writing by the Chairperson of the Senate Postgraduate Studies Committee.
- (c) A candidate who withdraws her/his registration ceases henceforth to be a student of the University.
- (d) Such candidates or their sponsors (depending on the source of funding) shall not expect any reimbursement of fees paid to the University.
- (e) Candidates de-registering before payment of the applicable University fees shall be required to pay such fees.
- (f) A candidate who withdraws registration may apply for re-admission to the same study programme if at least one year has elapsed since the previous deregistration.

2.12 Permission and Approval for Travel

- (a) A candidate shall not be away from the University without permission duly granted by the relevant authorities.
- (b) For travel within the country, permission must be sought from the college and approval copied to the DPSRP for noting.
- (c) For travel outside the country, permission must be sought from DVC ARC through the Department, College and DPSRP.
- (d) A Student permitted to travel should notify the permitting authority on her/his return using form number MUST /PG. F14.

2.13 Transfer of Registration

Where it has been specified in a degree programme:

- (a) A Postgraduate Diploma candidate with a coursework average of B+ or higher may, on the recommendation of the Department and the College Postgraduate Committee, apply to the Senate for permission to transfer registration to that of a Master's degree. Senate will determine the contribution of the work done under Postgraduate Diploma candidacy towards the Masters' degree applied for. No candidate shall acquire both the Postgraduate Diploma and the Masters from the same programme.
- (b) A student pursuing a Master's degree by thesis may, on the recommendation of the Department and College concerned, apply through PSRPC to the Senate for permission to transfer registration to that of a PhD. In considering the application the Senate will determine what recognition may be given to the period in which the applicant has completed his or her studentship for Masters, as a contribution towards the fulfillment of the requirements for the degree of Doctor of Philosophy. No candidate shall acquire both the Masters and the Doctorate from the same programme.
- (c) A student for a Masters or PhD degree may, on the recommendation of the Head and Principal concerned, apply through PSRPC to the Senate at any time before submission of the thesis for permission to transfer registration to that of a Postgraduate Diploma or Master's Degree respectively, subject to the availability of the relevant programme.
- (d) A PhD or Master's candidate, whose thesis examiners are either in disagreement or have recommended thesis revision and resubmission may, on the request of the candidate and

recommendation of the College Board, transfer registration to a Masters or a relevant existing Postgraduate Diploma programme, respectively.

2.14 Credit Transfer from and to Other Universities to MUST

- (a) Student credit transfer is allowed between Universities only which are fully accredited by a recognized body in the country.
- (b) Postgraduate candidates from other universities may transfer their credits to MUST.
- (c) Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.
- (d) Candidates from other Universities who would like to complete their postgraduate programmes at the Mbeya University of Science and Technology, may apply to Senate using Postgraduate form number MUST/PG.F18 through respective Colleges and PSRP to transfer from their previous Universities credits/units that do not exceed $\frac{1}{3}$ of the total credits/units for the programme, provided the former institution is accredited and the candidates meet the minimum entry qualifications for the programme in which they wish to enrol. For purposes of this regulation, the term “entry qualification” shall include the respective programmer cut-off point in the relevant year.
- (e) Students discontinued from other universities shall not be allowed to transfer credits to the Mbeya University of Science and Technology.
- (f) Students shall be required to undertake at least $\frac{2}{3}$ of degree programme credits at MUST. Maximum credit allowable for transfer, therefore, is $\frac{1}{3}$ of the required credit units of a MUST degree programme.

- (g) MUST students on study abroad programmes shall be allowed to transfer credits obtained from the other University to MUST.
- (h) Transfer of credits from MUST to other universities shall be governed by regulations of the receiving University.

2.15 Criteria for Establishing Equivalency of Courses

In determining the equivalence of courses for purposes of transfer of credits the following criteria shall be used:

- (a) The course must be from a programme of the same level as that of the MUST course.
- (b) The course must have a theoretical component i.e. involving a final examination, excluding clinical based courses.
- (c) Course content must be at least 75% similar to that of the MUST course.
- (d) The number of teaching hours used to cover the course must not be less than 75% of the hours used in a similar course at MUST.
- (e) Once a course has been accepted as being equivalent to a MUST course as per the criteria in this Regulation, the course shall be given the same number of credits as that of the course at MUST regardless of the credits in the other University.

2.16 Grades Conversion

- (a) Conversion of grades shall be done by anchoring the pass mark of the other university to that of MUST and accordingly determining the range of marks in the other University for the MUST grades.
- (b) In the case where only grades (and not scored marks) are available, the lower equivalent grade shall be assumed.

2.17 Procedures and Administration of Student Credit Transfer

- (a) An application for transfer of credits from other universities to MUST shall be made at least three months before the commencement of the semester for which the transfer is expected to become effective.
- (b) An application for credit transfer shall be submitted in writing to the DVC ARC through the DPSRP and shall be accompanied by copies of all required supporting documents.
- (c) Supporting documents for credit transfer application shall include the following:
 - (i) Official transcript(to be sent by the other university directly to MUST),
 - (ii) Letter of introduction/recommendation from the previous university,
 - (iii) Course description, catalogue or syllabus(to include number of hours of teaching, method of assessment and grading system),
 - (iv) An official translation of the original documents (in case of non english documents),
 - (v) Photo attached personal identification documents e.g. Birth certificate, passport or ID, and
 - (vi) Certified copies of the original certificates used to gain admission into the previous university.
- (d) The applicant for credit transfer shall pay a non refundable administration fee to be determined from time to time. The payment of fees shall not apply to MUST students on study arrangements abroad.
- (e) The final determination of the application shall be made by the Senate.

- (f) Prior to transmission to the Senate for determination, the application shall be scrutinized by relevant committees responsible for admission at the Department/ College and the DPSRP.
- (g) The application shall be determined positively on the following grounds:
 - (i) That the applicant meets the criteria for admission to the programme,
 - (ii) The course/courses is/are not offered at the University of registration (applies only for short term transfers),
 - (iii) Serious illness (to be certified by MUST medical officer incharge),
 - (iv) Exchange programmes
 - (v) Refugee situation,
 - (vi) Returning residents,
 - (vii) Severe financial problems.
- (h) Cases of MUST's study abroad students shall be dealt with on a case by case basis.

2.18 Intellectual Property Rights Contract

Each registered candidate shall sign a contract with MUST declaring that all research findings and innovations done during studentship shall be the property of the Mbeya University of Science and Technology and shall be protected under the Patents Act, Cap 217 [R.E.2002] and the Mbeya University of Science and Technology Intellectual Property Policy (2024), and other applicable legal instruments. That, it shall not be reproduced by any means, in full or in part, except for short extracts within the meaning of fair use, for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the DPSRP, on behalf of the MUST.

CHAPTER THREE

GENERAL UNIVERSITY EXAMINATION REGULATIONS

3.1 Regulations Course work

- (a) Candidates registered for Postgraduate Diploma, Masters/PhD by coursework and dissertation programmes shall sit for course examinations following assessment procedures approved by the relevant College, PSRPC and Senate.
- (b) In all Colleges/Schools, the relationship between letter grades, awards, numerical scores and grade points shall be as follows:

Letter Grade	Award	Numerical Score (%)	Grade Point
A	Excellent	70 – 100	5
B+	Very Good	60 – 69	4
B	Good (min. passing grade)	50 – 59	3
C	Marginal Fail	40 – 49	2
D	Fail	35 – 39	1
E	Absolute Fail	0 – 34	0

- (c) All coursework examination results must be submitted to the relevant College Boards, PSRPC and Senate for approval.
- (d) Presentation of examination results to College Boards, PSRPC and Senate shall be in accordance with the University approved format.
- (e) Candidates who fail in one or more examinations, but whose GPA is 2.7 and above shall be allowed to do supplementary examination(s) in the failed course(s).
- (f) Candidates who fail to attain a GPA of at least 2.7 shall be discontinued from studies.

- (g) A candidate who fails to obtain a GPA of 3.0 after supplementary shall be discontinued from studies.
- (h) Candidates who fail any supplementary examination and have a GPA of 3.0 and above may be allowed to repeat the failed course(s) within the maximum registration period but shall be allowed to proceed to the dissertation phase. Such candidates must complete coursework before submitting the dissertation for examination.
- (i) A candidate must complete all required courses in the coursework part before the dissertation phase. Completing a course means attending classes and examinations of the specified course.
- (j) Repeating the failed course shall imply attending classes, doing all coursework administered prior to sitting for University Examinations and paying the due fees.
- (k) A maximum grade after supplementary or repeating of the course shall be “B”.
- (l) Departments/Colleges will administer supplementary examinations within a period of three months of Senate approval of the results.
- (m) University Regulations applicable to the processing of examinations, internal independent examination and external examination process shall apply mutatis mutandis.
- (n) Computation of the final GPA for a degree shall be based on the minimum number of credits required to complete a degree programme or the closest number marginally exceeding the prescribed minimum by including:
 - (i) All the prescribed core courses
 - (ii) The best-performed elective courses.
 - (iii) Grades of all courses attempted by the candidate shall appear in the transcript.

3.1.1 Registration for Examinations

- (a) There shall be no special registration of candidates for examinations.
- (b) Registration is deemed complete after payment to the University of all required or prescribed fees per respective programme.
- (c) All students by coursework and dissertation programmes shall register for courses at the beginning of each Semester of an academic year.
- (d) A student registered for a course but who wishes to withdraw from that course must apply to the Head/Principal hosting the programme through the Head of the course offering Department for permission to do so not later than Friday of the fourth teaching week of the semester. No student will be permitted to commence or withdraw from any course four weeks after the beginning of the semester.

3.1.2 Eligibility for Examinations

- (a) The Principal of a College may bar any candidate from being admitted to any examination in any subject or course where satisfactory attendance of a minimum of 75% of the prescribed contact hours for the course is not attained.
- (b) Candidates are required to complete coursework before they can be allowed to sit for the University Examination.
- (c) A candidate whose work or progress is considered unsatisfactory may be required by the Senate, on the recommendation of the appropriate College to withdraw from the University or to repeat any part of the course before admission to an examination. Failure in an examination, including a session or semester examination may be regarded as evidence of unsatisfactory progress.

- (d) Where a candidate who has not registered for studies or a course sits for an examination, the examination results shall be nullified.

3.1.3 Absence from Examinations

- (a) A candidate who deliberately absents himself/herself from an examination or examinations without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from the University.
- (b) A student who is required to sit for a special examination shall be assigned a “PEX” (Postponed Exam) grade and one who, for satisfactory reasons, has not completed his/her coursework shall be assigned an “I” (Incomplete) grade.
- (c) A student who has a “PEX” or “I” grade in a course during any academic year is required to clear the course examination during the time of special examinations for that academic year. Except with the approval of the respective College Board a student who will not clear any “PEX” or “I” grade at the time of special examinations will be considered to have absconded studies.

3.1.4 Assessment and Examination

- (a) The Head of Department must make sure that students are made aware of all required evaluation procedures at the beginning of the course.
- (b) A candidate at any examination may, at the discretion of the Board of examiners, be required to attend an oral examination in addition to written and practical examinations.
- (c) Each course will be examined at the time of its completion and a grade awarded. The grade will be based on a final university examination and a coursework assessment. The coursework

assessment and final university examination shall constitute the percentages as approved in the programme.

- (d) Coursework assessment for courses that are practical/methodology/research/Laboratory/field-based may however, with the approval of the Senate, constitute up to 100% of the total course assessment but shall be available for scrutiny by the External Examiner.
- (e) The minimum passing grade shall be “B” where the marks are rounded off all the decimals.

3.1.5 Examination Dates

- (a) Examinations in all Colleges shall be held at a time to be determined by the Senate, which shall normally be at the end of each semester, subject to such exceptions as the Senate may allow upon recommendation by a College Board.
- (b) A candidate who, for reasonable cause, was unable to present himself/herself in the ordinary examinations may, with the special permission of the Senate or on that behalf of the College Board present himself/herself for examination at a fixed time for any supplementary examination.

3.1.6 Examination Irregularities

- (a) All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to the Senate which has the power to summon the students and

members of staff of the University, as it deems necessary and make decisions, subject to confirmation by Senate.

- (b) No unauthorized material shall be allowed into the examination room.
- (c) Subject to confirmation by the Senate, any candidate found guilty of bringing unauthorized material into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the University.
- (d) Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by the Senate.
- (e) Any candidate found guilty of causing a disturbance in or near any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by the Senate.
- (f) Any candidate found guilty of commission of an examination irregularity and is aggrieved by the decision may appeal to the Senate in accordance with the provisions of regulation 6 of these Regulations.
- (g) In this regulation:
 - (i) “Unauthorized material” includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, smart watches, cellular or mobile phones, radios, radio cassette or other types of players, computers, soft drinks and alcoholic drinks and any

other material as may be specified from time to time by the DVC ARC.

- (ii) “Unauthorized absence from examination” includes going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;
- (iii) “Cheating in examination” includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.
- (iv) The Senate may impose such a lesser penalty on a candidate found guilty of commission of an examination Irregularity, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate.
- (v) If cases of academic dishonesty are discovered after the candidate has been awarded a degree, the University shall have the power to withdraw the award.

3.1.7 Publication of Results

- (a) Examination results having been recommended by the College Board to the PSRPC, the Committee shall approve the results and such approval shall have to be confirmed by the Senate.
- (b) The provisional results of candidates in every examination shall be published by DPSRP soon after the PSRPC meeting but the results shall not be regarded as final until they are confirmed by Senate.
- (c) The results shall be published in Student’s Information Management Systems (SIMS).

- (d) Senate shall confirm the results of examinations for both Semesters at a time to be determined by the Senate, which shall normally be at the end of the Second Semester.
- (e) Feedback on Coursework Assessment (CA) must be continuously provided to students and the cumulative CA marks must be shown to students at least two weeks before they sit for the University Examination. A copy of the students CA marks must be submitted to the Head of Department at the same time.
- (f) A candidate who deliberately absents himself/herself from any component CA without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from the University.

3.1.8 Progress from Coursework to Dissertation

Candidates by courseworks are required to pass a prescribed minimum number of 120 and 180 credits for Masters and PhD respectively in examinations and attain a minimum overall GPA of 3.0 before proceeding to the dissertation phase.

3.1.9 Comprehensive and Viva Voce examination

- (a) PhD candidates by Coursework and Dissertation at the end of the coursework part shall be required to do a comprehensive examination as prescribed by the College before they can be allowed to proceed to the dissertation phase.
- (b) Masters by thesis and PhD candidates in addition to writing a thesis/dissertation, shall appear for a viva voce examination.
- (c) Guidelines for conducting viva voce examinations for Master's Degree by Thesis Programmes, Comprehensive examination and viva voce examination for PhD Candidates are as in Regulation 2.34 (xii) – (xxvii) of these Regulations.

- (d) No submission of the thesis will be allowed two weeks before graduation ceremony.

3.1.10 Certificates, Certification and Transcripts

- (a) The certificates shall be awarded for degree, Postgraduate diploma, certificate or other award after the Senate has approved the results.
- (b) A certificate shall be issued only once for the same degree or award.
- (c) Upon application for a transcript, a student or former student shall be given a transcript of his/her academic performance record. The transcript shall be charged a fee as the Council may from time to time prescribe. Any finalist student desirous of obtaining a transcript(s) shall apply for a transcript(s) and a clearance form.
- (d) The final grades of all courses taken by a student shall be entered in the transcript.
- (e) A student is required to verify the grades/information on his/her transcript/certificate before accepting it. Once taken, no certificate/transcript shall be returned for correction.
- (f) A fee payable as Council may from time to time prescribe shall be charged for certifying each copy of a degree certificate and academic transcript.

3.1.11 Instructions to Candidates

The following instructions should be read together with the above University regulations.

- (a) All students sitting for examinations shall have a valid Student ID and Examination Card which must be placed on the top right hand corner of the desk throughout the examination for Invigilators to

check. Students without these cards shall not be permitted entry to the examination room.

- (b) Candidates must acquaint themselves with the seating arrangement for their respective examinations in advance.
- (c) Candidates are advised to be at the examination centre at least fifteen minutes before the commencement of the examinations.
- (d) Candidates will be admitted by the invigilator to the examination room ten minutes before the time the examination is due to begin. Papers will be placed ready on the desks before they enter.
- (e) No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination and no candidate will be permitted to leave the examination room until thirty minutes have expired. Also, no candidate will be permitted to leave the examination room fifteen minutes before the end of the examination period.
- (f) At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator unless instructed otherwise. Candidates must remain seated till the Invigilator tells them to leave the room. Candidates are not allowed to take any examination material out of the examination room.

3.1.12 Notes to invigilators

All General Notes and Instructions for internal examiners, notes to invigilators before, during and at the end of the examinations, relevant undergraduate regulations shall apply.

3.2 Regulations on Thesis/Dissertation

- (a) Candidates must comply with the following:

- (i) Candidates who qualify to continue with dissertation research after the coursework part shall be required to submit a dissertation, in partial fulfillment of the Master's Degree requirements, after a specified period set by the relevant Colleges.
 - (ii) Candidates shall be required to give at least one seminar presentation in the MUST Weekly Seminar Presentation Series before the final submission of the Dissertation/Thesis.
 - (iii) Guidelines on the preparation and presentation of postgraduate thesis and dissertations are contained in the Guidelines for Preparing Thesis and Dissertation, 2024.
- (b) At least three months before submitting a dissertation or a thesis a candidate shall, through the supervisor, department and College give notice in writing to the PSRPC Chairperson expressing his/her intention to submit the dissertation or thesis. Guidelines on filing the notice of thesis/dissertation submission are given in form MUST/PG.F.4.
 - (c) Every Dissertation/Thesis submitted for a degree award must be accompanied by a declaration by the candidate to the satisfaction of the senate stating that the Dissertation/Thesis has not been submitted for a similar degree in any other university. The dissertation or thesis must be submitted in four and six hard copies, plus one soft copy for the Masters and PhD, respectively.

3.2.1 Submission of Thesis

- (a) The PhD degree examination requires the submission of a thesis by the candidate embodying among others the results of his/her research.

- (b) No candidate may be permitted to submit a thesis for the PhD Degree in less than 24 months from the date of registration.
- (c) At least three months before submitting a Dissertation or a Thesis a candidate shall, through the supervisor, department and College or School give notice in writing to the chairperson of the higher degree committee expressing his/her intention to submit the dissertation or thesis. Guidelines on filing the notice of thesis/dissertation submission are given in form MUST/PG.F.4
- (d) Every Thesis submitted for a PhD Degree award must be accompanied by a declaration by the candidate to the satisfaction of the Senate stating that the Thesis has not been submitted for a similar degree in any other university.

3.2.2 Examination of Theses or Dissertations and Degree Awards

Every thesis/dissertation submitted shall be examined by at least two specialists approved by the relevant College Board, PSRPC and Senate. At least one of these must be from outside the University.

- (a) Transmission of thesis or dissertation to examiners shall be the official responsibility of the DPSRP in collaboration with the College where the candidate is registered.
- (b) The examiners shall be requested to submit their detailed reports on the thesis or dissertation within a period of one month from the date of receipt.
- (c) When the reports are not received after one month a reminder should be sent to the examiner.
- (d) When the reports are not received within two months new examiners shall be appointed. However, examiners' opinions on the delayed submissions will be taken into account before new examiners are appointed.

- (e) Each examiner shall also be required to summarize his or her report on the thesis or dissertation by filling in the Summary form MUST/PG.F8 with a definite recommendation for one of the following actions.
 - (i) The degree be awarded to the candidate unconditionally; or
 - (ii) The degree be awarded subject to typographical corrections or minor revisions; or
 - (iii) The degree should not be awarded. The candidate should be allowed to carry out major revision and resubmit his/her thesis or dissertation for re-examination; or
 - (iv) The thesis/dissertation is rejected.
- (f) The University shall pay honoraria to the External and Internal Examiners at the rate prescribed by the Council and upon receiving detailed reports and summary reports of the thesis/dissertation under examination. The claims shall be made by filling in forms MUST/PG. F10 (for External and Internal Examiner).
- (g) A thesis or dissertation passed subject to typographical correction/minor revisions must be submitted for degree award within three months after notification.
- (h) A thesis/dissertation rejected in accordance with regulation vi (c) above must be re-submitted for examination within nine months after notification.
- (i) Candidates who fail without reasonable cause to submit their dissertations or theses within the periods stated above shall be discontinued from studies.
- (j) Where the examiners are not in agreement with their overall recommendation the PSRPC shall examine the case and recommend one of the following actions:

- (i) The recommendation of the External Examiner(s) be adopted;
 - (ii) An additional independent examiner be appointed; or
 - (iii) The relevant College/ Department must be requested to establish a panel from among the experts available to examine the candidate orally.
- (k) The viva voce examinations shall take place only after the PSRPC and Senate have been satisfied that the Thesis/Dissertation submitted by the candidate is considered by the examiners to be satisfactory.
- (l) The questions to be asked in the viva voce examination shall primarily focus on the candidate's thesis or dissertation research area. Questions in peripheral areas are also encouraged if they help to establish the candidate's level of academic maturity in his/her thesis subject matter.
- (m) The members of the viva voce panel shall be selected from qualified and experienced scholars in the research area conducted by the student.
- (n) The viva voce examination shall comprise at least three but not more than five examiners who shall be appointed by the Senate Chairperson on the recommendations of the PSRPC from the College Principal in association with the Head of the relevant Department where the candidate is registered. The viva voce panel shall be as follows;
- (i) Head of Department/representative who shall be the chairperson
 - (ii) Director PSRP/representative (as an observer i.e., without voting power) who shall be the secretary.

- (iii) The external examiner or his/her representative appointed by the relevant Principal of the College.
 - (iv) Internal examiner (normally the supervisor who guided the research).
 - (v) Not more than two other members appointed by the respective College.
- (o) The viva voce panellists shall be provided with full texts of the thesis examiners' reports and copies of the candidate's thesis or dissertation at least one week before the date of the oral examinations. Candidates shall not be allowed to get access to examiner's dissertation/thesis reports before oral defence examination.
- (p) The function of the viva voce shall be to ascertain that the thesis or dissertation presented fulfils without doubt that it is the candidate's original work.
- (q) The viva voce panellists should as far as possible work towards arriving at a unanimous decision on the candidate's performance where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails; a vote shall be taken to arrive at a decision. A majority vote shall be required to pass the viva voce examination.
- (r) At the end of the viva voce examination, the panel members shall sign a viva voce examination results form MUST/PG. F7 (for masters degree) and MUST/PG. F8) (for PhD degree) obtained from the Director of Postgraduate Studies, Research and Publication giving a specific recommendation on the candidate's performance. This shall be submitted along with a detailed report on how the candidate handled the questions to the chairperson of Postgraduate Studies (DVC ARC) for processing where upon each

panellist in the viva voce examination shall receive an amount set by the University as honorarium.

- (s) Where there is a disagreement between the recommendation for the thesis examiners and viva voce examiners, the PSRPC shall study the case and recommend it to the Senate.
- (t) The duration of the viva voce examination shall be as follows:
 - (i) Masters Degrees
 - Maximum of 30 minutes presentation,
 - One (01) hour and Fifteen (15) minutes of questions and answers and
 - Fifteen (15) minutes for deliberations and decisions by the examining panellists.
 - (ii) PhD Degree
 - Maximum of 45 minutes for oral presentation,
 - Maximum of two (02) hours of questions and answers and
 - Fifteen (15) minutes for deliberations and decisions by the examining panellists.
- (u) The final decision on the award of the higher degree shall be made by the Senate on the recommendation of the PSRPC.
- (v) Work rejected by examiners after re-submission shall not be accepted for re-examination at the Mbeya University of Science and Technology.
- (w) Two/one paper(s) from a thesis/dissertation accordingly submitted for a PhD/Master's degree of the MUST shall be compulsory for examination and shall contain a statement that the work is based on a thesis or dissertation submitted to the University.

4.3 Student Complaints and Appeals

3.3.1 Students Complaints

- (a) All non academic complaints shall be referred to the Director of Student Services while academic complaints shall be referred to the College/Directorate Postgraduate Studies Committee upon recommendation from the Head of Department.
- (b) The Director of Student Services (DSS) shall investigate non-academic complaints while the College Principal/Directorate Postgraduate Studies Committee will do so for all academic complaints.
- (c) The Senate shall have the final decision on all complaints among students and between students and staff upon recommendations from the DSS and College/DPSRP.

3.3.2 Students Appeals

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

3.4 Occasional Students

- (a) The term "Occasional Student" as applied at the Mbeya University of Science and Technology shall be taken to mean any student

whose study programme lasts for only one semester or part of a semester and does not extend to a full academic year.

- (b) The entry qualifications shall be as those prescribed for regular students
- (c) The applications for Occasional Studentship must be supported by at least two referees. At least one of these must be an academic member of staff who is well acquainted with University teaching and research procedures.
- (d) The admission of an Occasional Student will take into consideration not only the academic qualifications of the applicant but also the availability of a local supervisor in the relevant Department where the applicant intends to undertake his/her studies
- (e) While Occasional Students are not obliged to sit for the end of semester examinations they are encouraged to do so and may be allowed to take various courses.
- (f) Occasional Student shall pay their fees pro rata, in accordance with what is prescribed for regular postgraduate students.
- (g) Occasional Students may register for some undergraduate courses.

3.5 Short Term Students

- (a) The term “Short term Student” as applied at the Mbeya University of Science and Technology shall be taken to mean any student whose study programme lasts up to one full academic year.
- (b) The admission qualifications shall be as those prescribed for regular postgraduate students.
- (c) Short term students are expected to enrol in their courses on credit will be governed by the General University Regulations applicable to other relevant postgraduate programmes.

- (d) Short-term students may register for undergraduate courses, in which case relevant undergraduate regulations shall apply.
- (e) Short term students may enrol for training by research alone, in which case they will be assigned supervisors to guide them.
- (f) Short term students who attain a grade of B or higher in their prescribed postgraduate courses may be allowed to change their status to a Master's degree (in exceptional circumstances to a PhD degree) course.
- (g) Short term students shall pay their fees in accordance with what is prescribed for the regular postgraduate students.

CHAPTER FOUR

ROLES OF PARTICIPATORY ORGANS

4.1 Deputy Vice Chancellor Academic, Research and Consultancy

Deputy Vice Chancellor Academic, Research and Consultancy shall be responsible for overseeing all matters related to the General Guidelines and Regulations for Postgraduate Programmes.

4.2 Postgraduate Studies Research and Publications Committee

Receive and deliberate all issues of postgraduate studies and recommend for approval by the Senate.

4.3 Directorate of Postgraduate Studies Research and Publications

The Directorate of Postgraduate Studies and research publication shall:

- (a) Oversee the implementation of the General Guidelines and Regulations for Postgraduate Programmes;
- (b) Advise the university management on the issues related to postgraduate students.

4.4 College Postgraduate and Publications Committee

The College Postgraduate Studies and Publications Committee shall receive and deliberate all issues on the implementation of the general Guidelines for postgraduate programmes and forward them for recommendation to the PSRPC.

4.5 Departmental

The Head of Department should carefully consider the proposed supervisor's area of expertise and also his/her qualifications and experience before nominating him/her for a postgraduate student.

4.6 Appointments, Duties and Responsibilities of Supervisors

4.6.1 Appointment of Supervisors

- (a) A master's and PhD degree student shall be supervised by a minimum of two supervisors, and the maximum number of supervisors shall be three for Masters and four for PhD; one of whom should be the main supervisor. All supervisors must be holders of PhD. The main supervisor must, in addition, be an expert in the student's area of research. The main supervisor must be from MUST.
- (b) Supervisors shall normally be allocated from amongst MUST staff. Where a candidate is allocated a supervisor from institutions outside MUST, he/she must also be allocated a supervisor from MUST.
- (c) Supervisors shall be appointed by the Head of Department upon recommendations from the departmental Postgraduate Studies Committee during the first month after the registration.
- (d) During the appointment of supervisors, the Head of Department must be guided by the overall workload of the individual in terms of teaching, research, administration and other responsibilities.
- (e) The maximum number of postgraduate students to be supervised by one supervisor at any particular time shall not exceed ten (10) for Masters and five (5) for PhD candidates. Special consideration shall be given to research chairs
- (f) The Department or College hosting the degree programme shall appoint supervisor(s) for each student based on the nature of the intended research.

- (g) A supervisor shall not, in any manner, have a close personal relationship (family or friendship), with the student who is under his/her supervision.
- (h) Postgraduate research supervision shall be guided by an agreement between supervisors and students coordinated by the Head of Department
- (i) In case of the supervisor finishing his/her tenure with MUST and the student is in the final stages of his/her studies; arrangements shall be made in such a way that the supervisor leads the student to completion of studies. Another supervisor shall be appointed if the student is just beginning his/her research.
- (j) If the supervisor is unable to continue with supervision due to health, transfer or other reasons, another supervisor shall be appointed by the head of the department.
- (k) Before agreeing to supervise a postgraduate student, supervisors shall satisfy themselves that:
 - (i) They have the necessary knowledge and expertise to supervise the project which the student wishes to undertake.
 - (ii) The project is appropriate for the level of degree and can reasonably be undertaken within the required timescale.
 - (iii) They are confident that the student is capable of undertaking the project successfully.

4.6.2 The Supervisor(s)/Supervisory committee

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

- (a) Provide appropriate technical advice and guidance to enable their students to choose and embark on appropriate research themes as well as to train the students to work independently.

- (b) Guide the student in formulating an appropriate research project, focus ahead and see the potential and limitations of the research problem before the candidate goes far with the research work.
- (c) Ensure that the student maintains satisfactory progress, receives adequate advice and encouragement on coursework and research, and dissertation/thesis preparation is reviewed critically and continuously.
- (d) Ensure a positive attitude and relationship with the student in order to identify the student's difficulties and problems early enough to avoid unnecessary frustrations.
- (e) Be familiar with the student and sensitive to the diverse needs of the student and provide the support required in different circumstances where possible.
- (f) Show interest and enthusiasm in the candidate's research work, be accessible and have a positive and friendly relationship with the candidate.
- (g) Acquaint himself/herself with all the University's General Regulations and guide the student accordingly.
- (h) Know and make a distinction when supervising Master's candidates and when supervising PhD candidates.
- (i) Ensure that the student presents seminars as planned by the Chairperson of the Departmental Postgraduate Studies Committee.
- (j) Recommend to the Head of Department any remedial or formal courses appropriate to the student's field of study.
- (k) Support and monitor the student's progress through a research plan, a planned schedule of meetings and formal contacts, therefore avoiding wastage of time and resources, and ensure the student submits research progress report periodically at intervals of six months.

- (l) Propose a temporary supervisor to the Head of Department in case of his/her unavailability for a period of three consecutive months or more.
- (m) Ensure the student submits a draft dissertation/thesis of his/her research findings. During the review, the supervisor/supervisory committee shall advise the candidate and give suggestions where improvements are required. In any circumstance, the supervisor or MUST staff shall not assume the role of the students such as writing the draft dissertation/thesis for the student.
- (n) Ensure the student submits the progress report on time.
- (o) Ensure that the student submits a dissertation/thesis of an acceptable standard for the intended degree programme.
- (p) Not engage in corrupt deals with his/her supervisee. Any evidence of corrupt deals shall lead to the termination of his/her supervisory services.
- (q) Ensure frequent consultations with the student to be aware of new problems in the student's research since the last report and to suggest remedial measures before it is too late.
- (r) Have the right to recommend discontinuation of the contract student who fails to maintain satisfactory academic progress in any phase of their postgraduate programme.
- (s) Recommend to the Head of the Department potential external examiners for the candidates' dissertation/thesis.
- (t) Ensure that the student's dissertation/thesis is within the acceptable standard and plagiarism level (i.e., <30%). Therefore, the supervisor is required to use available anti plagiarism software approved by MUST to check student's work.
- (u) Guide candidates in the revision of the thesis/dissertation as recommended by the examiners and viva voce panel, and finally

certify the error-free version of the dissertation/thesis for submission.

4.7 Responsibilities of Student

It is the responsibility of the student to:

- (a) Be conversant with all the general regulations and guidelines and abide by them.
- (b) Identify his/her own training and developmental needs, communicate them to the supervisor, and ensure they meet the University's requirements for training and skills development.
- (c) Request for permission when he/she wants to be absent from the University campus. Permission of up to 14 days shall be granted by the Head of Department while permission of more than 14 days and travel outside the country shall be granted by the PSRPC Chairperson.
- (d) Request to change the supervisor(s) after one month and within three months since the assignment of the supervisors if he/she believes that continued supervision by such supervisor will not lead to the satisfactory completion of the degree.
- (e) Attend coursework, lectures, examinations, research seminars, and develop a concept note and research proposal.
- (f) Complete his/her research on schedule as stipulated in the approved research proposal, and write the dissertation/thesis as stipulated in the Guidelines for preparing the dissertation/thesis and other related guidelines.
- (g) Apply for postponement, freezing studies, extension of registration and de-registration from studies where necessary.
- (h) Discuss problems stemming from his/her research with his/her supervisor(s)/supervisory committee and Head of Department.

- (i) Write and submit to supervisor(s)/supervisory committee progress reports on time as stipulated in the regulations using standard progress report form.
- (j) Act as a responsible member of the University's academic community in a professional and socially acceptable manner.
- (k) Prepare and submit research reports, thesis/ dissertation, manuscripts and publications to the supervisors.
- (l) Check their dissertation/thesis for plagiarism using anti-plagiarism software approved by MUST before submitting it for examination.
- (m) Communicate research findings as appropriate to others in the academic community, as appropriate both orally and in writing.
- (n) Defend the ultimate research findings before a panel of examiners to qualify for a degree award.

4.8 Handling of breakdown of supervisor/student relationship

- (a) In the course of supervising a higher degree student, a situation may arise whereby one or more of the following relationships develop:
 - (i) Breakdown in communication between the student and the Supervisor;
 - (ii) Personal clashes and conflicts between the supervisor and the candidate;
 - (iii) Hostile relationship between the supervisor and the candidate;
 - (iv) Refusal of the Candidate to follow the Supervisor's instructions and guidance.
 - (v) Harassment including sexual, ethnic, religious, discrimination, bullying or any other form,

- (b) When such a breakdown of relationship occurs, it is recommended that either the Supervisor or the student independently report the problem, in writing to the Head of Department. The Head of the Department shall study the nature of the problem and recommend it to the College, DPSRP, and PSRPC. This Committee shall decide one or more of the following:
- (i) The candidate be warned in writing, about his/ her weakness;
 - (ii) The supervisor be warned, in writing, of his/ her weakness;
 - (iii) The candidate be transferred to another Department within the College;
 - (iv) The supervisor be terminated from supervision;
 - (v) A new supervisor be appointed to guide the candidate;
 - (vi) Any other reasonable action, including the recommendation for discontinuation of the candidate from studies.

CHAPTER FIVE

MONITORING AND EVALUATION

5.1 Introduction

This chapter presents monitoring and evaluation in the use of the general guidelines and regulations for postgraduate programmes. Monitoring and evaluation play a vital role in assessing the implementation of the guidelines for Postgraduate students from enrollment to graduation.

5.2 Periodical evaluation

Monitoring and evaluation will be carried out on a biannual basis and the responsibility of conducting such activity is vested in the DPSRP.

5.3 Evaluation Report

5.3.1 Evaluation Criteria

The evaluation criteria of General Guidelines and Regulations for Postgraduate Programmes shall include but not limited to:

- (a) Compliance with application, submission, entry qualification and registration;
- (b) Compliance with the examination's procedures;
- (c) Compliance with Intellectual Property Rights;
- (d) Compliance with postponement and deregistration procedures; and
- (e) Compliance on roles of participatory organs.

5.3.2 Feedback Mechanism

The evaluation report shall be submitted to DPSRP who in turn shall disseminate the key findings and recommendations to the department, college, and DVC ARC.

5.3.3 Guidelines Review and Amendments

Application of this Guidelines shall commence upon approval with the University Senate. These guidelines shall be reviewed after every three (3) years or amended as deemed necessary.

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- Sokoine University of Agriculture (2022). Guidelines for Preparation and Submission of Dissertations/Thesis/ Research Reports/ Research Papers and other Scientific Publications, 5th ed. 31pp.
- University of Dar es Salaam (2018). General Regulations and Guidelines for Postgraduate Programmes. 115pp.
- University of Dodoma (2019). Postgraduate Regulations and Guidelines, 3rd ed. 92pp.
- University of Rwanda (2018). General Academic Regulations for Postgraduate Studies. 29pp.

REGISTRATION FORM FOR FIRST YEAR POSTGRADUATE STUDENTS

(This form must be filled in quadruplicate)

1. Surname:
2. First and other names in full:.....
3. (a) Reg. No..... (b) Sex (c) Birth Date
4. Place of Birth: District: Region:

Country:.....

5. Sex:..... Marital Status:
6. Religion/Denomination:
.....
7. Citizenship.....
8. Present Address (*including Physical, postal, telephone and e-mail*)

Physical	Postal	Telephone	E-mail

9. Permanent Address (if different from above)

Physical	Postal	Telephone	E-mail

10. Occupation:
11. Employer (Name and Address) (*including Postal, telephone and e-mail*)

.....
.....

12. Name & Address of a contact person in case of emergency (*including Postal, telephone and e-mail*)

.....
.....

13. Name and Address of next of kin (state relationship) (*including Postal, telephone and e-mail*)

.....

14. Academic Records

a) Entry qualification

Acquired qualification (Secondary and Tertiary Education eg.Diploma/Degree)	Institute/School/ University	Year attended	GPA/Class
1.			
2.			

b)Other qualification

Acquire qualification (Secondary/Diploma/Certificate)	Institute/School/ University	Yearattended	GPA/Class/Division
1.			
2.			
3.			
4.			

15. Professional/WorkExperience

- (1) Professional Training
- | Name of Institution | Awardgiven | Year of attendance/
Completion |
|---------------------|------------|-----------------------------------|
| | | |
| | | |
- (2) Work Experience
- | Post Held | Employer | When (Month/Year) |
|-----------|----------|-------------------|
| | | |
| | | |
| | | |

16. Personal Goals

(Statebriefly your personal objectives forstudyingat postgraduate level)

.....

17. Degree for which Registration is sought Duration
18. College/School
 Department:.....
19. Proposed form of studies(√) Courseworkand Dissertation..... Thesis.....
 FullTime..... Evening..... Executive..... Online.....
20. Date of beginning studies:
21. Effective date of registration:
22. Expected date of completion:.....
23. Name and Address of Sponsor if any(*includingPostal,telephoneande-mail*):

24. Supervisor (if alreadyknown):
- Candidate's signature: Date:

FOR OFFICIAL USE ONLY

Comments (if any)

.....

Name of Registration Officer

Date **Signature and Official Stamp**

REGISTRATION FORM FOR CONTINUING POSTGRADUATE STUDENTS

1. SurnameFirst Name Middle Name
2. Reg. No. Sex: Nationality:.....
3. College/School..... Department:
4. Programme details

Course registered for

Form of studies: Thesis/Course-work

Date of beginning studies

Expected date of completion

5. Registration:

Date of Registration

6. Record of Postponement/Freezing/Extension

(a) Postponement:

Date of 1st postponement

Date of resumption

Date of 2nd postponement

Date of resumption

(b) Freezing:

Date of 1stfreezing

Date of resumption

Date of 2nd freezing

Date of resumption

(c) Extension: Indicate date and period of extension.

1st extension Date Period (months)

2nd extension Date Period (months)

3rd extension Date Period (months)

4th extension DatePeriod (months)

7. Fees and Financial obligations: Type of sponsorship:

(a) Self (b) Other

Name and address of sponsor

.....

.....

8. Copy of the receipt of payment for required fees:

Required payments	Verification status	Remarks (if any)
University fees		
Registration fees		
Studentship fees		

FOR OFFICIAL USE ONLY

Confirmation of Registration

The student is registered for the year.....

FOR: DIRECTOR OF POSTGRADUATE STUDIES, RESEARCH AND PUBLICATION

Name of Registration Officer.....

Date..... Signature and Official Stamp.....

Note:Students not registered will be considered to have absconded

CHANGE OF PROGRAMME REQUEST FORM

(This form should be filled in quadruplicate)

1. Personal Profile¹

Surname:..... First Name:..... Middle Names:.....

Sex.....Nationality:.....

Registration Number:.....Date and Year of Entry:.....Expected Completion Date:.....

Year of Study:.....Semester:.....Academic Year:.....

Programme:.....

Department:.....Academic Unit:.....

2. Personal Contacts

Postal Address:.....

Mobile Number:.....Other Telephone Numbers:.....

Email:.....

3. Change of Programme²

a) Current Programme:.....

Department:.....

College/School:.....

b) New Programme:.....

Department:.....

College/School:.....

4. Candidate's Academic Profile in the Current Programme

a)Actual Date of Commencement of Studies:

b) Number of weeks attended classes in the Current Programme:.....

5. Purpose for Changing the Programme:

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

Signature:..... Date:.....

¹This form should be filled in by candidates who have already registered to undertake postgraduate studies at MUST. No student shall be allowed to change subjects/courses/programmes after the fourth week of commencement of the semester.

²Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme for which transfer is being sought and if a vacancy exists in that programme. A copy of admission letter and academic transcripts MUST be attached to the form for the request to be considered

RECOMMENDATIONS FROM THE CURRENT PROGRAMME

1. Comments by the Head of Department:

- a) Recommended b) Not Recommended

Remarks (if any):

Name: Signature: Date:

2. Comments by the Principal/Dean/Director of the Academic Unit:

- a) Recommended b) Not Recommended

Remarks (if any):

Name: Signature: Date:

RECOMMENDATIONS FOR THE NEW PROGRAMME

1. Comments by the Head of Department:

- a) Recommended b) Not Recommended

Remarks (if any):

Name: Signature: Date:

2. Comments by the Principal/Dean/Director of the Academic Unit:

- a) Recommended b) Not Recommended

Remarks (if any):

Name: Signature: Date:

3. Recommendation by the Director of Postgraduate Studies, Research and Publication:

- a) Recommended b) Not Recommended

Remarks (if any):

Name: Signature: Date:

4. Approval by the DVC-ARC:

- a) Approved b) Not Approved

Remarks (if any):

SIGNATURE: DATE:

NOTICE OF INTENTION TO SUBMIT A THESIS/DISSERTATION AND EXAMINATION ARRANGEMENTS

SECTION A: TO BE COMPLETED BY THE CANDIDATE

- (1) Name in full:
- (2) Registration number:
- (3) Department:
- (4) College/School:
- (5) Degree registered for:
- (6) Title of thesis/dissertation:
.....
.....
- (7) Name(s) of Supervisor(s).....
- (8) I hereby declare that I have completed my thesis/dissertation research, and intend to submit my thesis/dissertation within the coming three months.
Signature of Candidate: Date:

SECTION B: TO BE COMPLETED BY SUPERVISOR(S)

- (9) I/We hereby confirm that the candidate is in the process of drafting his/her thesis/dissertation and
I am/we are of the opinion that he should be in a position to submit the thesis/dissertation within three months from now.
Signature of Supervisor:Date:
Signature of Supervisor:Date:
Signature of Supervisor:Date:

SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT

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

(a) Potential External Examiners

- (10) Name:.....
Affiliation:.....
Postal Address:
Telephone:..... Fax:.....
Email:.....

Curriculum Vitae: Attached Not attached

- (11) Name:.....
Affiliation:
Postal Address:
Telephone:..... Fax:.....
Email:.....

Curriculum Vitae: Attached Not attached

(b) Proposed Internal Examiners

(12) Name:.....
Affiliation:.....
Postal Address:
Telephone:..... Fax:.....
Email:.....

Curriculum Vitae: Attached Not attached

(13) Name:.....
Affiliation:
Postal Address:
Telephone:..... Fax:.....
Email:.....

Curriculum Vitae: Attached Not attached

SECTION D: TO BE COMPLETED BY PRINCIPAL OF COLLEGE OF COLLEGE

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

Signature of Principal/ Dean/Director:Date:

SECTION E: TO BE FILLED BY THE CHAIRPERSON, SPSRPC (on behalf of SPSRPC)

Please Tick

<input type="checkbox"/>	The examination arrangements herewith are complete and are approved.
<input type="checkbox"/>	The examination arrangements are not complete for the reasons stated below, and are hereby referred back to the College/School

The following items are missing or incomplete:

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

Date.....Signature of the Chairperson, SPSRPC.....

To be filled in triplicate. Two copies of this form MUST be returned to the Department and College/School

**GRADING REPORT ON MASTERS/PHD DISSERTATION/THESIS AS FILLED
IN BY INTERNAL/EXTERNAL EXAMINERS**

Tick One

Internal Examiner ()

External Examiner ()

Candidate's name:.....

Registration Number:

Degree Programme:

College/School:

Department.....

Dissertation/Thesis Title:

Comments on the Dissertation/Thesis (attach extra pages if necessary).

Presentation (Structure, clarity, information density, style, abstract, illustrations and tables)

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

Introduction

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

Literature review

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

Methodology

.....
.....

Results and their Discussion

.....
.....

Conclusions and Recommendations

.....
.....

Originality and Contribution to Knowledge

.....
.....

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	35		
6	Conclusions and	10		
7	Originality and	15		
8	Total	100		

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		

Summary of Recommendations

SN	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 (✓): Additional data collection Additional analysis Additional literature review and revisions Re-writing Others (specify on separate sheet)	
5.	NOT ACCEPTED BUT MAY BE RE-SUBMITTED for a lower award	
6.	REJECTED OUTRIGHT (specify reasons on separate sheet)	

* Minor changes refer to editorial corrections, slight re-organization of sections and minor modifications of tables, paragraphs or sentences to be submitted within one month for Masters and three months for PhD.

** Substantial corrections and revisions as stated in the examiners' reports to be submitted within three months for Masters and six months for PhD.

Name of Examiner:

Signature of Examiner: Date:

**OVERALL EVALUATION REPORT ON MASTERS/PHD
DISSERTATION/THESIS BY DEPARTMENT**

Candidate's Name:
 Registration Number:
 Degree Programme:
 Department:
 College.....
 Dissertation/Thesis Title.....

Assessment of the Dissertation/Thesis

	Area Assessed	Max Marks	Obtained Marks				Remarks
			IE ₁	IE ₂ *	EE	Dept	
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					

*Only in cases where two internal examiners were appointed

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

Department Comments

.....

Recommended Grade:

Name of Head of Department.....

Signature..... Date:.....

College/School.....

Name of Principal/Dean/Director:.....

Signature: Date

Directorate of Postgraduate Studies Comments

.....//.....

Name of Director of Postgraduate Studies:

Signature:..... Date

VIVA VOCE EXAMINATION RESULTS FORM FOR MASTERS DEGREE

Candidate's Name:
 Registration Number:
 Dissertation/Thesis Title.....

 Department:
 Date of *Viva voce*:

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 <i>viva voce</i> proceedings, <i>within one month</i> .*	
1.3	Candidate passes subject to making substantial corrections and revisions in the Thesis as stated in the <i>viva voce</i> proceedings, <i>within three months</i> .	
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 <i>viva voce</i> proceedings, <i>within six months</i> .	
2.2	Candidate fails outright. (reasons detailed in <i>viva voce</i> proceedings)	

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

PANEL MEMBER	DESIGNATION	SIGNATURE ⁺
1.	Chairperson	
2.	External Examiner or Representative	
3.	Internal Examiner	
4.	Head of Department or Nominee	
5.	Candidate's Supervisor	
6.	College Appointee	
7.	College Appointee	

⁺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)

VIVA VOCE EXAMINATION RESULTS FORM FOR PhD DEGREE

Candidate's Name:

Registration Number:

Dissertation/Thesis Title.....

.....

Department:

Date of Viva voce:

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

PANELMEMBER	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 Principal/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)

SUPERVISION ALLOWANCE CLAIM FORM

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

.....

 (Name, Department, College/School, Address, mobile and Number

The Principal/Dean/Director, College/School of.....
 MUST

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

Student's Name	Registration Number	Programme	Department	Names of Co-Supervisors (if any)
				(1)
				(2)
				(3)
				(4)

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. He/She shared the supervision load together with the following co-supervisors:

- (1)..... (2).....
 (3)..... (4).....

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:

INTERNAL/EXTERNAL EXAMINER’S CLAIM FORM FOR DISSERTATIONS AND THESES

I Prof/Dr..... certify that:
In connection with my appointment as an Internal Examiner in the College of
I have examined the following candidate(s)

*(Please fill in the number of candidates examined and list their names and registration numbers in the table below) Candidates Examined**

<i>S.N</i>	<i>Name</i>	<i>Registration Number</i>	<i>Degree Programme</i>

I have signed the appropriate marksheets and I attach my report on the examinations

(Details)

(Amount in Tshs)

Allowance for candidate (s)

.....

.....

.....

.....

Total Tshs

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

.....
.....

Account Name:

Account Number:

Bank Name:

Examiners Mobile No:.....

Other A/C details:

.....

Signature:..... Date:.....

Head of Department’s Signature and Official Stamp:..... Date:.....

POSTPONEMENT OF STUDIES FORM
(This form should be filled in quadruplicate)

1. Personal Profile

Surname:..... First Name:..... Middle Names:.....
Sex.....Nationality:.....
Registration Number:.....Date and Year of Entry:.....Expected Completion Date:.....
Year of Study:.....Semester:.....Academic Year:.....
Programme:.....
Department:.....AcademicUnit:.....

2. Personal Contacts

PostalAddress:.....
Mobile Number:.....Other Telephone Numbers:.....
Email:.....

3. Reasons for Postponement of Studies⁵: Please tick (✓) the appropriate box

Medical /Financial / Social /Others

Briefly explain

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

4. Postponement Period Sought

Starting Date: Expected Date of Resuming Studies:

5. Postponement History

1st Postponement: From: To:

2nd Postponement: From: To:

3rd Postponement: From: To:

6. You will be required to attach a copy of this form on resuming studies

DATE SUBMITTED: **SIGNATURE:**

This form is applicable to be filled in by candidates who are pursuing postgraduate programmes by Coursework and Dissertation and who are at the coursework stage as stipulated in the MUST Postgraduate Regulations. No candidate can be allowed to postpone studies if the candidate has not paid tuition fees and is officially registered for studies. A candidate may attach any relevant documents to support his/her request.

⁶If Postponement is sought on medical grounds, candidate of MUST attaches a medical report certified by the Medical Officer In-charge of MUST Dispensary.

⁷Students shall be allowed to be away from the University studies for a maximum of two years if they are to be re-admitted to the same programme and to the year of studies where they left

FOR OFFICIAL USE ONLY

AUTHORIZATION FOR POSTPONEMENT OF STUDIES

7. Comments by the Head of Department:

a) Recommended b) Not Recommended

Remarks (if any):

.....

Name: Signature: Date:

8. Comments by the Principal/Director of the Academic Unit:

a) Recommended b) Not Recommended

Remarks (if any):

.....

Name: Signature: Date:

9. Recommendation by the Director of Postgraduate Studies, Research and Publications:

a) Recommended b) Not Recommended

Remarks (if any):

.....

Name: Signature: Date:

10. Recommendation by the DVCARC:

a) Recommended b) Not Recommended

Remarks (if any):

.....

Name: Signature: Date:

SIGNATURE:.....DATE:.....

FREEZING OF STUDIES FORM
(This form should be filled in quadruplicate)

1. Personal Profile

Surname:..... First Name:..... Middle Names:.....
Sex.....Nationality:.....Mobile No:.....
RegistrationNumber:.....Date and Year of Entry:.....ExpectedCompletionDate:.....
Year of Study (e.g., 1st, 2nd):.....Semester:.....Academic Year:.....
Programme:.....
Department:.....AcademicUnit:.....

2. Personal Contacts

PostalAddress:.....
MobileNumber:.....OtherTelephoneNumbers:.....
Email:.....

3. Reasons for Freezing of Studies⁹: Please tick (✓) the appropriate box

Medical /Financial /Social /Others

Briefly explain

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

4. Freezing Period Sought

Starting Date: Expected Date of Resuming Studies:

5. Freezing History

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

6. You will be required to attach a copy of this form on resuming studies

DATE SUBMITTED: **SIGNATURE:**

This form is applicable to be filled in by 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. No candidate can be allowed to freeze studies if the candidate has not paid tuition fees and officially be registered for studies.

⁹A candidate may attach any relevant documents to support his/her request. The current academic progress should also be attached.

If freezing is sought on MEDICAL GROUNDS, candidate MUST attach a medical report certified by the Medical Officer In charge of MUST Health Centre

FOR OFFICIAL USE ONLY

AUTHORIZATION FOR POSTPONEMENT OF STUDIES

7. Comments by the Student Supervisor:

a) Recommended b) Not Recommended

Remarks (if any):
.....
.....
Name: Signature: Date:

8. Comments by the Head of Department:

a) Recommended b) Not Recommended

Remarks (if any):
.....
.....
Name: Signature: Date:

9. Comments by the Principal/Director of the Academic Unit:

a) Recommended b) Not Recommended

Remarks (if any):
.....
.....
Name: Signature: Date:

10. Recommendation by the Director of Postgraduate Studies, Research and Publication

a) Recommended b) Not Recommended

Remarks (if any):
.....
.....
Name: Signature: Date:

11. Recommendation by the DVCARC:

a) Recommended b) Not Recommended

Remarks (if any):
.....
.....

SIGNATURE:.....DATE:.....

UNFREEZING/RESUMING OF STUDIES FORM

(This form should be filled in quadruplicate)

1. Personal Profile

Surname:..... First Name:..... Middle Names:.....
 Sex.....Nationality:.....Mobile No:.....
 RegistrationNumber:.....Date and Year of Entry:.....Expected Completion Date:.....
 Year of Study(e.g 1st, 2nd):.....Semester:.....Academic Year:.....
 Programme:.....
 Department:.....Academic Unit:.....

2. Personal Contacts

Postal Address:.....
 Mobile Number:.....Other Telephone Numbers:.....
 Email:.....

3. Indicate the type of your request:

- a) Unfreezing
 b) Resuming

4. Postponement History:

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

5. Proposed date of Unfreezing/Resuming Studies:

Date	Semester	Academic Year

NB: Please, attach a copy of the permission for Freezing/Postponement of Studies Form for your request to be processed

DATE SUBMITTED: **SIGNATURE:**

¹¹ Please attach copy of the dully filled in form for postponing of studies to substantiate that the applicant had previously sought approval for FREEZING/POSTPONEMNT of studies.

¹² If the candidate did not formally request for postponement/freezing of Studies, he/she MUST write a letter to the DPSRP through academic units to apply for retrospective freezing/postponement of studies so that the request for unfreezing/resuming of studies can be considered administratively

FOR OFFICIAL USE ONLY

AUTHORIZATION FOR POSTPONEMENT OF STUDIES

6. Comments by the Head of Department:

a) Recommended b) Not Recommended

Remarks (if any):
.....
.....
Name: Signature: Date:

7. Comments by the Principal/Director of the Academic Unit:

a) Recommended b) Not Recommended

Remarks (if any):
.....
.....
Name: Signature: Date:

8. Recommendation by the Director of Postgraduate Studies, Research and Publication

a) Recommended b) Not Recommended

Remarks (if any):
.....
.....
Name: Signature: Date:

9. Recommendation by the DVCARC:

a) Recommended b) Not Recommended

Remarks (if any):
.....
.....

SIGNATURE:.....DATE:.....

PERMISSION TO TRAVEL FORM
(This form should be filled in quadruplicate)

1. Personal Profile

Surname:..... First Name:..... Middle Names:.....
Sex..... Nationality:..... Mobile No:.....
Registration Number:..... Date and Year of Entry:..... Expected Completion Date:.....
Year of Study(e.g 1st, 2nd):..... Semester:..... Academic Year:.....
Programme:.....
Department:..... Academic Unit:.....

2. Personal Contacts

Postal Address:.....
Mobile Number:..... Other Telephone Numbers:.....
Email:.....

3. Place of Travel (Please tick (✓) the appropriate box)

c) **Within the Country** b) **Outside the Country**

District: _____ City _____
Region: _____ Country _____

4. Date of Travel:

From:..... To:.....

5. Reasons of Travel¹³: Please tick (✓) the appropriate box

Academic **/Social** **/Others**

Briefly, explain:

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

Signature:..... **Date:**.....

¹³If 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.

¹⁴If 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 candidate's academic progress.

FOR OFFICIAL USE ONLY

AUTHORIZATION FOR PERMISSION OF STUDIES

6. Comments by the Head of Department:

a) Recommended b) Not Recommended

Remarks (if any):

.....

.....

Name: Signature: Date:

7. Comments by the Principal/Director of the Academic Unit:

a) Recommended b) Not Recommended

Remarks (if any):

.....

.....

Name: Signature: Date:

8. Recommendation by the Director of Postgraduate Studies, Research and Publication

a) Recommended b) Not Recommended

Remarks (if any):

.....

.....

Name: Signature: Date:

9. Recommendation by the DVCARC:

a) Recommended b) Not Recommended

Remarks (if any):

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.....

.....

SIGNATURE:.....DATE:.....

RETURNING FROM TRAVEL REQUEST FORM
(This form should be filled in quadruplicate)

1. Personal Profile

Surname:..... First Name:..... Middle Names:.....
Sex.....Nationality:.....Mobile No:.....
RegistrationNumber:.....Date and Year of Entry:.....ExpectedCompletionDate:.....
YearofStudy(e.g 1st, 2nd):.....Semester:.....AcademicYear:.....
Programme:.....
Department:.....AcademicUnit:.....

2. Personal Contacts

PostalAddress:.....
Mobile Number:.....Other Telephone Numbers:.....
Email:.....

3. Place of Travel (Please tick (✓) the appropriate box)

a) Within the Country b) Outside the Country

District: _____ City _____
Region: _____ Country _____

4. Date of Travel:

From:..... To:.....

5. Date Returning from Travel:.....

6. Date Reporting for Studies:.....

Signature:..... **Date:**.....

FOR OFFICIAL USE ONLY

AUTHORIZATION FOR PERMISSION OF STUDIES

7. Comments by the Head of Department:

- a) Recommended b) Not Recommended

Remarks (if any):

.....

.....

Name: Signature: Date:

8. Comments by the Principal/Dean/Director of the Academic Unit:

- a) Recommended b) Not Recommended

Remarks (if any):

.....

.....

Name: Signature: Date:

9. Recommendation by the Director of Postgraduate Studies, Research and Publication

- a) Recommended b) Not Recommended

Remarks (if any):

.....

.....

Name: Signature: Date:

APPLICATION FOR EXTENSION
(To be filled in quadruplicate)

1. Candidate's Name:
2. Registration Number:
3. College.....
4. Department:.....
5. Degree/Diploma Proposed:.....
6. Nature of Programme (Tick One)

Degree		
Masters	By coursework	
	By Thesis	
PhD		

7. Studies due to end on:
8. Extension requested:

1 st	
2 nd	
3 rd	

9. If 2nd and 3rd an extension fee receipt should be enclosed.
10. Reasons for requesting an extension:.....
.....
11. Period of extension: From to

12. **Comments by Supervisor**

Name:Signature:Date:.....

13. **Comments by Head**.....

Name.....Signature:.....Date:

14. **Comments by Principal**.....

Name.....Signature:Date:

15. **Comments by Director of Postgraduate Studies, Research and Publications**.....

Name.....Signature:Date:

16. **Chairperson, Postgraduate Studies, Research and Publications Committee (PSRPC)**

Approved: Not approved

Name.....Signature:Date:

POSTGRADUATE CLEARANCE FORM

(To be filled in quadruplicate)

Candidates must ensure safe return of all university property/equipment/booksetc.entrusted to them during the period of study at MUST before they can collect their academic certificates. All units listed should ensure that the candidate is not materially indebted to their departments before providing clearance for their respective units.

- 1. Candidate's Name:
- 2. Registration Number:
- 3. Nationality:
- 4. Department/School/College:
- 5. Degree Registered for:
- 6. Residential/Non-residential:
- 7. If residential, please indicate the name of the Hall/Residence/Hostel.....
- 8. Date of Graduation:
- 9. Comments by Dean of Students:
.....
Signature: Date:
- 10. Comments by Director of Central Library:
.....
Signature: Date:
- 11. Comments by Supervisor:
.....
Signature:Date:
- 12. Comments by Heads of Department (relevant departments)
(1)
Signature: Date:
(2)
Signature: Date:
- 13. Comments by Dean of School/Principal of School/ College
.....
Signature: Date:
- 14. 14. Comments by MUSTSO.....
Signature: Date:
- 15. Comments by Smartcard Unit.....
Signature: Date:
- 16. Comments by Convocation.....
Signature: Date:
- 17. Comments by the Bursar
.....
Signature: Date:
- 18. Comments by Director of Postgraduate Studies, Research and Publication
.....
Signature:..... Date:

**APPLICATION FORM FOR CREDIT TRANSFER INTO POSTGRADUATE PROGRAMMES
(To be filled in triplicate)**

Instructions

1. This application must be accompanied by:
 - Letter of introduction from the university which is the source of the credit(s)
 - Certified copies of certificates used to gain admission in the previous university
 - A copy of the courses/subjects description at the time studies were taken, indicating course content, contact hours, method of evaluation, and grading system
 - Birth certificate
 - Original pay-in-slip for payment of application fee (excluding MUST students).
2. An official transcript from previous studies must be sent directly by the source university.
3. Students must not consider credit transfer granted until they receive official notification from the University.
4. Credit transfer may be approved only for the programme stated below and cannot be transferred to another programme without further application.

Please note:incomplete applications will not be processed.

PART A: TO BE COMPLETED BY THE APPLICANT

Applying as a:

Transfer student Returning MUST student

1. PERSONAL PARTICULARS

1.1 Last Name (Block Letters):

First Name: Middle Names:

Registration number (for returning MUST students).

1.2 Sex: **Male** **Female**

1.3 Date of Birth:.....

1.4 Place of Birth: 1.5 Citizenship:

1.6 Religion: 1.7 Marital Status:

1.8 Mailing Address:

1.9 Telephone Number(s): E-mail:

1.10 Any disability? None Hearing Physical Visual Speech

(Note: This Information is required for the University to arrange appropriate means of assisting you once admitted. It will in no way affect the decision to admit you)

2. DEGREE PROGRAMME YOU ARE SEEKING CREDIT TRANSFER FOR

2.1 Degree programme applying for MUST.....

2.2 Campus applying for:

Main campus MRCC

3. REASONS FOR SEEKING CREDIT TRANSFER

Clearly state the reason for seeking credit transfer (attach evidence to support your case)

.....

PART D: TO BE FILLED BY DIRECTOR OF POSTGRADUATE STUDIES

Recommendation by the Director of Postgraduate Studies, Research and Publication:

a) Recommended b) Not Recommended

Remarks (if any):

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.....
.....

Name:.....Signature:.....Date:

PART E: TO BE FILLED BY THE CHAIRMAN SENATE POSTGRADUATE STUDIES, RESEARCH AND PUBLICATION COMMITTEE (SPSRPC)

Recommendation by the Chairman of Senate Postgraduate Studies Committee (SPSRPC)

a) Recommended b) Not Recommended

Remarks (if any):

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.....
.....

Name:.....Signature:.....Date:

PART F: TO BE FILLED BY THE CHAIRMAN OF SENATE

Recommendation by the Chairman of Senate

a) Approved b) Not Approved

Remarks (if any):

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.....
.....

Name:.....Signature:.....Date:

APPROVAL

At its 42nd Meeting held on 12th day of February 2024, the Senate of Mbeya University of Science and Technology RECEIVED, DUSCUSSED and APPROVED the Revised General Regulations and Guidelines for Postgraduate Programmes.

Prof. Aloys N. Mvuma

CHAIRPERSON

Adv. Lugano Mwakilasa

SECRETARY