

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



POSTGRADUATE PROSPECTUS 2020/2021

TABLE OF CONTENTS

LIST OF ABBREVIATIONS AND ACRONYMS	v
1.0 INTRODUCTION.....	1
1.1 VICE CHANCELLOR’S MESSAGE.....	1
1.2 HISTORICAL BACKGROUND	1
1.3 LOCATION	2
1.4 VISION, MISSION AND OBJECTIVES OF THE UNIVERSITY	2
1.4.1 VISION.....	2
1.4.2 MISSION	2
1.4.3 UNIVERSITY OBJECTIVES	3
1.5 ACCREDITATION.....	3
1.6 MEMBERSHIP	3
1.7 SENIOR OFFICERS OF THE UNIVERSITY	4
1.8 MEMBERS OF THE COUNCIL.....	4
1.9 EXECUTIVE OFFICERS OF THE UNIVERSITY.....	5
1.10 ACADEMIC ORGANS	8
1.10.1 DEPARTMENTS UNDER THE COLLEGE OF ENGINEERING AND TECHNOLOGY (CET)	8
1.10.2 DEPARTMENT UNDER THE COLLEGE OF ARCHITECTURE AND CONSTRUCTION TECHNOLOGY (CoACT).....	8
1.10.3 DEPARTMENT UNDER THE COLLEGE OF INFORMATION AND COMMUNICATION TECHNOLOGY (CoICT)	9
1.10.4 DEPARTMENTS UNDER THE COLLEGE OF SCIENCE AND TECHNICAL EDUCATION (CoSTE).....	9
1.10.5 DEPARTMENTS UNDER THE COLLEGE OF HUMANITIES AND BUSINESS STUDIES (CoHBS)	9
1.10.6 DEPARTMENTS UNDER MUST RUKWA CAMPUS COLLEGE (MRCC) ...	9
1.11 CONTACT ADDRESSES AND TELEPHONE NUMBERS	10
1.12 QUALITY ASSURANCE.....	14
1.13 INSTITUTIONAL COLLABORATION	15
1.14 STUDENTS SERVICES	15
1.14.1 MEDICAL SERVICES.....	15
1.14.2 STUDENTS WELFARE.....	16

1.14.3	RESIDENCE	16
1.14.4	MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY STUDENT ORGANIZATION (MUSTSO)	17
1.14.5	GAMES AND SPORTS	17
1.14.6	CATERING SERVICES	17
1.14.7	RELIGIOUS ACTIVITIES	18
1.14.8	BANKING SERVICES	18
1.14.9	UNIVERSITY LIBRARY	18
2	POSTGRADUATE ACADEMIC PROGRAMMES	20
2.1	Postgraduate Diploma	20
2.2	Postgraduate Degrees by Research by Thesis	20
2.3	Postgraduate Degrees by Course work and Dissertation	20
3	ADMISSION AND ENTRY REQUIREMENTS	21
3.1	ADMISSION REQUIREMENTS	21
3.2	Entry Requirements	22
3.2.3	Doctor of Philosophy (PhD) Degree	23
3.3	Registration	23
3.4	Examination and Grading	25
3.5	Other relevant information	25
4	ACADEMIC PROGRAMMES OFFERED BY INDIVIDUAL COLLEGES	25
4.1	COLLEGE OF ENGINEERING AND TECHNOLOGY	26
4.1.1	Master of Science in Civil Engineering	26
4.1.2	Master of Engineering in Clean Energy Technology	28
4.1.3	Master of Science in Energy Engineering	30
4.1.4	Master of Engineering in Renewable Energy	32
4.1.5	Doctor of Philosophy in Civil Engineering	35
4.2	COLLEGE OF INFORMATION AND COMMUNICATION TECHNOLOGY	36
4.2.1	Master of Information Technology	36
4.2.2	Doctor of Philosophy in Information Science and Engineering (ISE)	38
4.3	COLLEGE OF SCIENCE AND TECHNICAL EDUCATION	40
4.4	Tuition Fee Structure	42
5	REGULATIONS ON REGISTRATION AND COURSEWORK EVALUATION	44

5.1 REGISTRATION	44
5.1.1 Extension of registration period	46
5.1.2 Postponement of studies	46
5.1.3 Freezing registration	47
5.1.4 Maximum period of registration	47
5.1.5 Transfer of registration	48
5.2 COURSEWORK EVALUATION	49
6 REGULATIONS ON THESIS /DISSERTATION PHASE	51
6.1 General Regulations	51
6.2 Notice of Intention to Submit	51
6.3 Academic Dishonesty	52
7 EXAMINATION OF MASTERS' THESES/DISSERTATIONS AND DEGREE AWARDS	53
7.1 General Regulations	53
7.2 Viva Voce Examinations for Master Degree by Thesis Programmes	55
8 DOCTOR OF PHILOSOPHY (PhD) DEGREE	57
8.1 Submission of a PhD Thesis	57
8.2 Examination of Theses and Award of a PhD Degree	58
8.3 Viva Voce Examination for PhD Candidates	61
9 POSTGRADUATE EXAMINATION REGULATIONS	62
9.1 GENERAL UNIVERSITY EXAMINATION REGULATIONS.....	62
9.1.1 Definitions	62
9.1.2 Eligibility for Examinations	69
9.2 SPECIFIC EXAMINATION REGULATIONS.....	70
9.2.1 Course Assessment Criteria	70
9.2.2 Examination Setting, Moderation and Marking.....	71
9.2.3 Conduct of Semester Examinations	71
9.2.4 Supervision and Invigilation of Examinations.....	75
9.2.5 Absence from Examinations	78
9.2.6 Releasing of Examination Results.....	79
9.2.7 Conditions for Proceeding to Next Level.....	80
9.3 EXAMINATION IRREGULARITIES AND PENALTIES	81

9.3.1 Discontinuation	81
9.4 APPEAL	86
9.4.1 Appealing Procedures	86
9.5 PLAGIARISM	87
9.5.1 Plagiarism Cases	87
9.6 AWARD OF ACADEMIC CERTIFICATES AND TRANSCRIPTS	88
9.6.1 Grading System, Award Classification and Computation of GPA	88
9.6.2 Conditions for Awards	90
9.7 REPLACEMENT OF ACADEMIC TRANSCRIPTS AND CERTIFICATES	90
9.7.1 Procedures for Replacement of Academic Transcripts and Certificates	90
9.8 REVIEW OF POSTGRADUATE EXAMINATION REGULATIONS	91

LIST OF ABBREVIATIONS AND ACRONYMS

ANSTI	African Network of Scientific and Technical Institutions
ATC	Arusha Technical College
BSc	Bachelor of Science
CAPA	Commonwealth Association of Polytechnics in Africa
CPA	Certified Public Accountant
CEO	Chief Executive Officer
CET	College of Engineering and Technology
CoACT	College of Architecture and Construction Technology
CoHBS	College of Humanities and Business Studies
CoICT	College of Information, Communication and Technology
COL	Commonwealth of Learning
CoSTE	College of Science and Technical Education
DOSO	Dean of Students Office
DIT	Dar es Salaam Institute of Technology
DVC ARC	Deputy Vice Chancellor Academic, Research and Consultancy
EAUSF	East African University Sports Federation
ECSAUSA	East, Central and Southern African Universities Sports Association
FASU	Federation of African University Sports
FISU	Federation of International University Sports
FTC	Full Technician Certificate
GPA	Grade Point Average
ICA	Incomplete Coursework Assessment
IUCEA	Inter University Council for East Africa
MA	Master of Arts
MUHAS	Muhimbili University of Health and Allied Sciences
MRH	Mbeya Referral Hospital
MTC	Mbeya Technical College
MRCC	MUST Rukwa Campus College

MUST	Mbeya University of Science and Technology
MUSTASA	MUST Academic Staff Association
MUSTSO	MUST Students' Organization
MSc	Master of Science
NACTE	National Council for Technical Education
PEX	Postponement of Examination
PG	Postgraduate
PGDTE	Postgraduate Diploma in Technical Education
PhD	Doctor of Philosophy
PSRPC	Postgraduate Studies, Research and Publications Committee
POS	Postponement of studies
QA	Quality Assurance
SARUA	Southern African Regional Universities Association
SE	Semester Examination
SIMS	Students' Information Management System
SUA	Sokoine University of Agriculture
TAEC	Tanzania Atomic Energy Commission
TAZARA	Tanzania Zambia Railway Authority
TCRA	Tanzania Communications Regulatory Authority
TCU	Tanzania Commission for Universities
TIRDO	Tanzania Industrial Research and Development Organization
TUSA	Tanzania Universities Sports Association
THTU	Tanzania Higher Learning Institutions Trade Union
UCSAF	Universal Communications Service Access Fund
UDSM	University of Dar es Salaam
USA	United States of America
VAI	Video Assistant Invigilator
VTA	Vocational Training Authority of Zanzibar

1.0 INTRODUCTION

1.1 VICE CHANCELLOR'S MESSAGE

Mbeya University of Science and Technology (MUST) provides Technical Education, Research and Consultancy services. Due to rapid technological changes in the world today in many fields, there are ever widening technical skill gaps in the labour market of scientists, technicians and engineers. MUST has set for itself the task of responding to these changes at the same pace as that at which the technology is changing by making frequent reviews of its curricula and developing new curricula and Programmes to fit and fill the skill gaps that new technologies pose. MUST, therefore plays its role of training scientists, engineers and technologists in numbers and quality so as to spearhead development in the public and private sector.

1.2 HISTORICAL BACKGROUND

Mbeya University of Science and Technology (MUST) is a result of the transformation of Mbeya Institute of Science and Technology (MIST) through the University Act No. 7 of 2005 and the Charter of Mbeya University of Science and Technology, 2013. The then Institute was a result of the transformation of the former Mbeya Technical College (MTC) through the National Council for Technical Education (NACTE) Establishment order No.9 of 2004 and Section 9 of the NACTE Act of 1997. MTC was officially launched on 1st September, 1986.

The transformation from MTC to MIST and then MUST was done to fulfil a long-term plan, made during the first phase Government, under the then President of the United Republic of Tanzania, the late Mwalimu Julius Kambarage Nyerere. In a bid to expand and offer services to a wider client base, in 2015, Mbeya University of Science and Technology (MUST) acquired a new Campus (MUST Rukwa Campus College- MRCC) which is in Rukwa Region.

1.3 LOCATION

Mbeya University of Science and Technology has two campuses. The Main Campus is located in Mbeya City in the Southern Highlands of Tanzania 10 km outside the City Center and about 3 Km from the Mbeya – Tunduma Highway. The road to MUST branches from the highway at the Iyunga/Ituta – TAZARA area. MUST Rukwa Campus College is located at Kianda along Tunduma- Sumbawanga road, about 50 km from Sumbawanga.

1.4 VISION, MISSION AND OBJECTIVES OF THE UNIVERSITY

1.4.1 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.

1.4.2 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 specifically by:

- i. Facilitating appropriate tuition, practical training and support according to the needs of students and other customers.
- ii. Encouraging staff commitment to quality education and services including research, consultancy and innovation.
- iii. Fostering lifelong learning, honesty and responsibility.
- iv. Promoting an environment conducive to human development.
- v. Promoting effective entrepreneurship and usage of appropriate technology that meet national and international needs and standards through skills and practical oriented training, research and consultancy.

1.4.3 UNIVERSITY OBJECTIVES

The objectives of Mbeya University of Science and Technology are to:

- i. Offer training in science and technology, technical education and other training, thus developing a critical mass of highly trained manpower;
- ii. Formulate plans for the promotion, technological development and improvement of the quality of education and training being offered to students and other stakeholders;
- iii. Promote and encourage innovation, initiative and readiness amongst staff and students in their fields of specialization and study;
- iv. Collaborate with other institutions nationally and internationally in the initiation, promotion and conduct of technical education, science and technology Programmes; and
- v. Carry out any other assignments given by the Government through its various organs.

1.5 ACCREDITATION

Mbeya University of Science and Technology is fully registered and accredited by the Tanzania Commission for Universities (TCU) to conduct higher education Programmes.

1.6 MEMBERSHIP

Mbeya University of Science and Technology is a member of the following Institutions:

- i. The Commonwealth Association of Polytechnics in Africa (CAPA)
- ii. Inter University Council for East Africa (IUCEA)
- iii. African Network of Scientific and Technical Institutions (ANSTI)
- iv. Southern African Regional Universities Association (SARUA)

1.7 SENIOR OFFICERS OF THE UNIVERSITY

Chancellor

Hon. Dr. Pius Msekwa

1.8 MEMBERS OF THE COUNCIL

Hon. Zakia Hamdani Meghji

Chairperson of the University Council

Prof. Aloys N. Mvuma

Vice Chancellor (ex-officio)

Prof. Godliving Mtui

Deputy Vice Chancellor - Academic, Research and Consultancy (ex-officio)

Prof. Justinian Anatory

Deputy Vice Chancellor- Finance, Planning and Administration (ex-officio)

Prof. Maulilio Kipanyula

Director of Technology and Innovation - Ministry of Education, Science and Technology

Prof. Bakari M. Mwinyiwiwa

Principal of the College of Engineering and Technology - University of Dar es Salaam

Dr. Bakari Ali Silima

Executive Director - Vocational Training Authority of Zanzibar (VTA)

Ms. Halima Idd

Telecom Director (CEO) - Lumocons Company Limited

Mr. Emmanuel Mwangomo

Chairman, Tanzania Higher Learning Institutions Trade Union (THTU) – MUST

Mr. Abbas Sanga

Chairman of MUST Academic Staff Association (MUSTASA)

Mr. Hilary Looken

President of MUST Students' Organization (MUSTSO)

Ms. Lugano Mwakilasa

Corporate Counsel/Secretary to the Council

1.9 EXECUTIVE OFFICERS OF THE UNIVERSITY

Vice-Chancellor

Prof. Aloys N. Mvuma – PhD (Hiroshima, Japan), MSc. CIS (Shimane, Japan), BSc. Eng (UDSM)

Deputy Vice Chancellor - Academic, Research and Consultancy (ex-officio)

Prof. Godliving Y.S. Mtui – PhD (Kanazawa, Japan), MSc (Kanazawa, Japan), BSc. Hons (UDSM)

Deputy Vice Chancellor - Planning, Finance and Administration (ex-officio)

Prof. Justinian Anatory - Postdoc (Upsalla, Sweden) PhD TE (UDSM), MSc Eng. (UDSM), BSc. Eng (UDSM)

Principal of MUST Rukwa Campus College

Prof. Osmund Kaunde -PhD (Leeds), MSc. (Leeds), BSc. (Eng) (UDSM)

Principal of College of Engineering and Technology

Dr. Zacharia Simon Katambara – PhD-WRE (WITS), MSc WRE. (UDSM),
BSc. Eng (UDSM)

Principal of College of Science and Technical Education

Dr. John P. John - PhD. Energy Eng. (Berlin Tech. University-Germany),
MSc. Elect. Eng. (UDSM), B. Eng. Elect. (DIT), FTC. (ATC)

Ag. Principal of College of Architecture and Construction Technology

Dr. Alexander N. Mtawa - PhD (CPUT, SA), MSc (Sofia Bulgaria), FTC
Mech.Eng. (ATC)

Ag. Principal of College of Humanities and Business Studies

Dr. Visent T. Kipene - PhD (SUA), MBA (SUA), Bsc Ed (SUA), Dip.Ed.
(Monduli)

Ag. Principal of College of Information & Communication Technology

Dr. Juma S. Ally – PhD in ICE (USTC, China), MSc. in CIS (HUST, China),
BEng. in TE (HUST, China)

Ag. Director of Rural Technology Park

Dr. Duncan A. Mwakipesile - PhD (UDSM), MSc (Russe-Bulgaria), Bsc
(Russe-Bulgaria)

Ag. Director of Public Services and External Links

Dr. Buberwa M. Tibesigwa - PhD Eng. In Architecture (Chongqing
University, China), M.Arch. (HIT China) B.Arch. (Ardhi Univ.)

Director of Quality Assurance

Dr. Lulu C. Luflenge - PhD (PJ TSAU), MA (Rural Development) (SUA), BSc
(Home Economics and Human Nutrition) (SUA)

Ag. Director of Centre for Innovation and Technology Transfer

Dr. Juma A. Mpangule - PhD in Civil Engineering and Construction Management (Technical University Dortmund, Germany), MSc. Const. Mgt (ARU), BSc (BE) – UDSM

Director of Postgraduate Studies, Research and Publications

Dr. Asheri M. Mwidege - PhD (SUA); MA Econ. BSc. Ed. (UDSM), Dip. In Ed. (Mkwawa)

Director of Undergraduate Studies

Dr. Idasi Kiondo Mweteni - PhD Arch. (ARU) M.Eng. Theory of Arch & History (Tongji China), Adv.Dip.Arch. (Ardhi Inst), FTC (DTC)

Director of Administration and Human Resource Management

Ms. Devotha M. Msuya – MSc, HRM (Mzumbe), Bachelor of Public Administration (Mzumbe)

Director of Finance

Ms. Willieth Tilwetwa – MBA Finance (OUT), CPA (NBAA) & Adv. Dipl. Acc. (IAA)

Director of Planning and Investment

Mr. Cornel Msemwa - MBA (SUA), BSc. FST (SUA)

Director of Library Services

Mr. Novatus Luanda – MA. (UDSM), BA. (UDSM), DIP (NYEGEZI)

Ag. Director of Information and Communication Technology Services

Mr. Imani Mwalumbwe - MSc (UDSM), MBA (Coventry Univ), PGD (UDSM), Adv.Diploma (IFM)

Director of MUST Consultancy Bureau

Mr. Ivor J. Ndimbo - Master of Technology Water Resources Development.
(IIT-Roorkee INDIA), BSc. Civil Engineering (UDSM).

Ag. Chief Internal Auditor

Mr. Frank Kindimba - MBA Finance (ASSAM, India), CPA (NBAA) & BAF
(MU)

Dean of Students

Mr. Augustine Matem - MA in Ed. (UDOM) BSc. Ed. (UDSM), Dip.Ed.
(MKWAWA)

Corporate Counsel

Ms. Lugano Mwakilasa –LLM Procedural Law and Intl. Legal Practice,
UDSM, LLB, Tumaini University, Iringa.

1.10 ACADEMIC ORGANS

Mbeya University of Science and Technology consists of six (6) Campus Colleges.

1.10.1 DEPARTMENTS UNDER THE COLLEGE OF ENGINEERING AND TECHNOLOGY (CET)

- i. Department of Civil Engineering
- ii. Department of Electrical and Power Engineering
- iii. Department of Geosciences and Mining Technology
- iv. Department of Mechanical and Industrial Engineering
- v. Department of Chemical and Environmental Engineering.

1.10.2 DEPARTMENT UNDER THE COLLEGE OF ARCHITECTURE AND CONSTRUCTION TECHNOLOGY (CoACT)

- i. Department of Architecture and Art Design
- ii. Department of Construction Management and Technology

- iii. Department of Urban Planning and Real Estate Studies

1.10.3 DEPARTMENT UNDER THE COLLEGE OF INFORMATION AND COMMUNICATION TECHNOLOGY (CoICT)

- i. Department of Computer Science and Engineering
- ii. Department of Electronics and Telecommunications Engineering
- iii. Department of Informatics
- iv. Department of Information Systems and Technology

1.10.4 DEPARTMENTS UNDER THE COLLEGE OF SCIENCE AND TECHNICAL EDUCATION (CoSTE)

- i. Department of Applied Sciences
- ii. Department of Mathematics and Statistics
- iii. Department of Medical Sciences and Technology
- iv. Department of Natural Sciences
- v. Department of Technical Education

1.10.5 DEPARTMENTS UNDER THE COLLEGE OF HUMANITIES AND BUSINESS STUDIES (CoHBS)

- i. Department of Business Management
- ii. Department of Humanities
- iii. Department of Law

1.10.6 DEPARTMENTS UNDER MUST RUKWA CAMPUS COLLEGE (MRCC)

- i. Department of Business Management
- ii. Department of Mechanical and Industrial Engineering

1.11 CONTACT ADDRESSES AND TELEPHONE NUMBERS

General Administration

Mbeya University of Science and Technology

P.O. Box 131

Mbeya, Tanzania.

General line: 255 025 2503016

Fax: 255 (0) 25 2502302

E-mail: must@mustnet.ac.tz

Website: www.mustnet.ac.tz

Vice-Chancellor

P.O. Box 131, Mbeya

Tel: 255 025 2502861

Fax: 255 (0)25 2502302, (0)736608527

E-mail: vc@mustnet.ac.tz

Deputy Vice Chancellor (Academic, Research and Consultancy)

P.O. Box 131, Mbeya

Tel:255 (0)25 2503451

Fax: 255 (0) 25 2502302, (0)736608527

E-mail: dvcarcmust@mustnet.ac.tz

Deputy Vice Chancellor (Planning, Finance and Administration)

P.O. Box 131, Mbeya

Tel:255 (0) 25 2503017

Fax: 255 (0) 25 2503017, (0)736608527

E-mail: dvcpfamust@gmail.com

Secretary to the Council

P.O. Box 131, Mbeya

Tel:255 (0) 25 2503016/7

Fax: 255 (0) 25 2502302, (0)736608527

E-mail: councilsec@ mustnet.ac.tz

Directorate of Postgraduate Studies, Research and Publications

P.O. Box 131, Mbeya

Tel:255 (0) 25 250 3016/7

Fax: 255 (0) 25 250 2302

E-mail: dpsrp@ mustnet.ac.tz

Directorate of Undergraduate Studies

P.O. Box 131, Mbeya

Tel:255 (0) 25 250 3016/7

Fax: 255 (0) 25 250 2302

E-mail: dus@ mustnet.ac.tz

College of Engineering and Technology

P.O. Box 131, Mbeya

Tel:255 (0) 25 250 3016/7

Fax: 255 (0) 25 250 2302

E-mail: cet@ mustnet.ac.tz

College of Science and Technical Education

P.O. Box 131, Mbeya

Tel:255 (0) 25 250 3016/7

Fax: 255 (0) 25 250 2302

E-mail: coste@ mustnet.ac.tz

College of Architecture and Construction Technology

P.O. Box 131, Mbeya

Tel:255 (0) 25 250 3016/7

Fax: 255 (0) 25 250 2302

E-mail: coact@ mustnet.ac.tz

College of Humanities and Business Studies

P.O. Box 131, Mbeya

Tel:255 (0) 25 250 3016/7

Fax: 255 (0) 25 250 2302

E-mail: cohbs@ mustnet.ac.tz

College of Information and Communication Technology

P.O. Box 131, Mbeya

Tel:255 (0) 25 250 3016/7

Fax: 255 (0) 25 250 2302

E-mail: coict@ mustnet.ac.tz

MUST Rukwa Campus College

P.O. Box 624, Sumbawanga

Tel:255 25 2955048

E-mail: principal-mrcc@ mustnet.ac.tz

Industrial Linkage and Labour Market

P.O. Box 131, Mbeya

Tel:255 (0) 25 250 3016/7

Fax: 255 (0) 25 250 2302

E-mail: ilo@ mustnet.ac.tz

MUST Dispensary

P.O. Box 131, Mbeya

Tel:255 (0) 25 250 3016/7

Fax: 255 (0) 25 250 2302

E-mail: hc@ mustnet.ac.tz

MUST Students' Organization (MUSTSO)

P.O. Box 131, Mbeya

Tel:255 (0) 25 250 3016/7

Fax: 255 (0) 25 250 2302

E-mail: mustso@ mustnet.ac.tz

Centre for Virtual and Continuing Education

P.O. Box 131, Mbeya

Tel:255 (0) 25 250 3016/7

Fax: 255 (0) 25 250 2302

E-mail: ced@ mustnet.ac.tz

MCB Company Ltd

P.O. Box 131, Mbeya

Tel:255 (0) 25 250 3016/7

Fax: 255 (0) 25 250 2302

E-mail: mcb@ mustnet.ac.tz

Dean of Students Office (DOSO)

P.O. Box 131, Mbeya

Tel:255 (0) 25 250 3016/7

Fax: 255 (0) 25 250 2302

E-mail: dos@ mustnet.ac.tz

Department of Examinations

P.O. Box 131, Mbeya

Tel:255 (0) 25 250 3016/7

Fax: 255 (0) 25 250 2302

E-mail: examination@mustnet.ac.tz

Department of Admissions

P.O. Box 131, Mbeya

Tel:255 (0) 25 250 3016/7

Fax: 255 (0) 25 250 2302

E-mail: admission@mustnet.ac.tz

Public Relations and Communication Unit

P.O. Box 131, Mbeya

Tel:255 (0) 25 250 3016/7

Fax: 255 (0) 25 250 2302

E-mail: ieco@mustnet.ac.tz

1.12 QUALITY ASSURANCE

The University's Quality Assurance (QA) mission is to create consciousness of quality standards and best practices, facilitate and enhance quality by compliance to the efficient and effective delivery of teaching, learning and research, services and overall governance through cooperation and interaction among staff members, students as well as the external stakeholders of Mbeya University of Science and Technology.

The objectives of the QA are to:

- i. Safeguard and ensure the integrity of academic awards of the University;
- iii. Provide guidance in development and implementation of quality assurance and enhancement procedures and practices;
- iv. Outline the internal and external quality assurance procedures and practices necessary to realize the vision and mission as well as uphold the core functions of the University;

- v. Layout the structure to ensure that quality assurance systems are coordinated and managed with maximum effectiveness; and
- vi. Facilitate development of a culture of self-evaluation and continuous quality improvement in the University.

1.13 INSTITUTIONAL COLLABORATION

The University collaborates with peer universities and other higher learning institutions. Currently the University is collaborating with Lilongwe Technical College of Malawi, Ardhi Institute – Morogoro, Confucius Institute at University of Dar es Salaam, Muhimbili University of Health and Allied Sciences (MUHAS), Tanzania Communications Regulatory Authority (TCRA), Universal Communications Service Access Fund (UCSAF), Commonwealth of Learning (COL), Bielefeld University of Applied Science of Germany, University of Applied Sciences Burgenland, Austria, Michigan State University (USA), Technical University of Dortmund of Germany, University of Rwanda, University of Dodoma, Dar es Salaam Institute of Technology (DIT), Tanzania Atomic Energy Commission (TAEC), Sokoine University of Agriculture (SUA), Mbeya Referral Hospital (MRH), Arusha Technical College (ATC) and Tanzania Industrial Research and Development Organization (TIRDO).

1.14 STUDENTS SERVICES

1.14.1 MEDICAL SERVICES

The University has a Dispensary which provides clinical and health services. The Dispensary has full-time Medical Staff who attend students and University staff as well as the neighbouring community.

All students are required to join the National Health Insurance Fund (NHIF) which guarantees medical treatment at the University Dispensary and elsewhere.

All First Year students are required to furnish the University with a medical report, including a chest X-ray from a recognized medical practitioner or medical officer for registration.

1.14.2 STUDENTS WELFARE

The Dean of Students Office (DoSO) is responsible for students' administration, personal and social at the University. The Dean of Students is assisted by wardens, janitors and sports/games tutors.

The Office of the Dean of Students also provides the following facilities: residence, catering, games and sports. The Dean of Students oversees the activities of students' organizations and provides general guidance and counselling in social and religious issues.

1.14.3 RESIDENCE

The University has limited in-campus accommodation spaces and therefore only few students accommodated in University hostels. The majority of students should find their own accommodation outside the campus. Students who secure University accommodation are obliged to pay accommodation fees at an authorized rate. All payments for accommodation in the University hostels shall be made in advance and no student shall be accommodated without payment of accommodation fee.

Currently, Mbeya University of Science and Technology has four (4) hostel blocks that can accommodate 2100 students at a time. Priority for in-campus accommodation is given to Government sponsored Diploma students, female students, foreign students and those with disabilities. Regardless of the Programme one is undertaking, the University will not offer accommodation for students with children; such students will be required to look for their own accommodation off campus. All students will be required to observe the student by-laws and Students Accommodation Policy.

1.14.4 MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY STUDENT ORGANIZATION (MUSTSO)

Formal student activities are administered by the Mbeya University of Science and Technology Students Organization (MUSTSO). The organization deals with students' academic, social and recreational activities. Every MUST full-time registered student is automatically a member of MUSTSO. The students' organization represents students' interest in various decision-making bodies such as College boards, Senate, Council Committees and University Council. MUSTSO under leadership of its President is a formal active voice of students, within and outside the University. Under MUSTSO there are other affiliated organizations such as religious and foreign students' organizations.

1.14.5 GAMES AND SPORTS

The University has sports facilities that include football grounds, volleyball, tennis, netball, and basketball and badminton courts. Students are therefore encouraged to participate in athletics, jogging, table tennis, football, basketball, netball and badminton. Mbeya University of Science and Technology, takes part in sports and games competitions organized by various sports bodies, such as the East African University Sports Federation (EAUSF), East, Central and Southern African Universities Sports Association (ECSAUSA), Federation of African University Sports (FASU), Federation of International University Sports (FISU) and Tanzania Universities Sports Association (TUSA).

1.14.6 CATERING SERVICES

Catering services at the University are free for Diploma Government sponsored students. The services are commercialized for all other students. Under commercialization, students are required to pay for their meals. The cafeteria services are outsourced to private catering service

providers approved by the University. Students are not allowed to cook in the halls of residence and therefore are required to use the catering services approved by the University.

1.14.7 RELIGIOUS ACTIVITIES

MUST is a non-religious institution but it provides opportunities to students to participate in various faiths. Religious facilities and services are available on campus and students are free to join in any one of the religious groups existing in the University.

1.14.8 BANKING SERVICES

Financial facilities include Automatic Teller Machines (ATMs) installed within the Campus. Other services include money transfer facilities provided by major mobile phone companies. Bank services are provided by various banks located in the city centre.

1.14.9 UNIVERSITY LIBRARY

MUST Library offers information services to support roles of the University in teaching/learning and research activities. The Library provides reading spaces for users. The Library provides information resources in both print and electronic formats. Available print resources contain text and reference books for all courses offered at MUST including those in Engineering, Science and Technology as well as Business Administration. The Library has a computer room to facilitate access to electronic resources in CD ROMS as well as online. MUST Library provide access to various international journal databases through annual subscription to those databases. There is access to wireless internet services in and around the Library where users can use their laptops to access the internet. The Library has well trained members of staff to assist in meeting user needs.

Opening Hours***During Semester***

9:00 hrs – 21.00hrs Monday – Friday

8:30 hrs – 12:30 hrs Saturday

14.00 hrs – 18.00 hrs Sunday

Closed on Public Holidays***During Vacation***

8:00 hrs – 15.30 hrs Monday- Friday

2 POSTGRADUATE ACADEMIC PROGRAMMES

MUST operates in fully-fledged Colleges: College of Architectural and Construction Technology (CoACT); College of Engineering and Technology (CET); College of Humanities and Business Studies (CoHBS); College of Information, Communication and Technology (CoICT); College of Science and Technical Education (CoSTE); and MUST Rukwa Campus College. The University offer a wide range of postgraduate programmes including Postgraduate Diploma in Technical Education, Masters and PhD.

These postgraduate degree programmes offered at MUST are based on full time/part time modes so as to offer an opportunity for those who study while working. Therefore, during application, aspiring candidates have a freedom of selection on the programmes mode given that applicants will be at least five in the chosen programme of their study by course-work. The following is the list of postgraduate programmes at MUST; detailed information will be provided in this Prospectus under the respective College.

2.1 Postgraduate Diploma

Postgraduate Diploma in Technical Education (PDTE)

2.2 Postgraduate Degrees by Research by Thesis

- 1) Master of Science in Civil Engineering
- 2) Doctor of Philosophy in Civil Engineering
- 3) Doctor of Philosophy in Information Science and Engineering.

2.3 Postgraduate Degrees by Course work and Dissertation

- 1) Master of Engineering in Clean Energy Technology
- 2) Master of Science in Energy Engineering
- 3) Master of Information Technology
- 4) Master of Engineering in Renewable Energy

3 ADMISSION AND ENTRY REQUIREMENTS

3.1 ADMISSION REQUIREMENTS

- i. All applications for postgraduate studies at Mbeya University of Science and Technology should be submitted to the Director of Postgraduate Studies.
- ii. Subsequently, a standard application Form (MUST/PG.F1) or online should be dully filled and submitted, accompanied with the referees' reports and copies of transcripts and certificates.
- iii. Applicants are responsible for soliciting two academic reports from referees regarding their suitability for postgraduate studies. Form MUST/PG.F2 shows the format, which is expected of the reports.
- iv. All applicants are required to pay a non-refundable application fee. The fee should be paid and receipt evidence uploaded during online application.
- v. The fees will be revised from time to time, as the need arises. Information on the fees applicable for any given year is obtainable from the College/School Principals/Deans/Directors, from the Director of Postgraduate Studies and from the University Prospectus.

The invitations for admissions are usually opened from mid-January to the end of May each year for taught programmes. Also, there is a room for late admissions depending on the availability of unfilled admission vacancies which are normally advertised from June to July each year. However, there is an open application window for programmes under Theses/research mode.

3.2 Entry Requirements

3.2.1 Postgraduate Diploma in Technical Education

At least a Bachelor's Degree, Advanced Diploma or its equivalent from a recognized higher learning institution. Candidates with equivalent qualifications must also possess at least Secondary School Certificates with credit passes.

3.2.2 Master's Degree

MUST postgraduate programmes entry requirement has been set following the Tanzania Commission for Universities (TCU) minimum standard:

- a) The entry qualification for a master's programme by coursework and dissertation requires a person to have at least a Lower Second Class degree (GPA of 2.7) or B average for unclassified degree in relevant disciplines from any accredited University or its equivalent
- b) For candidates to be admitted under Master Degree by Research only, minimum GPA should be 3.5 or above in their first degrees.
- c) For PhD, the applicant should possess Master's degree (Minimum GPA should be 3.0) in the area intended to register for studies.
- d) Candidates with Pass degrees will also be considered if:
 - i. Their undergraduate performance in the proposed subject of study was a 'B' grade or higher; and
 - ii. They have satisfied the relevant School/College that they have exhibited potential through subsequent research experience and/or additional training.
- e) An Advanced Diploma from a recognized higher learning institution with a minimum of an Upper Second Class, as well as Postgraduate Diploma and Secondary School Certificates.
- f) A recognized professional qualification (CPA, CPSP (T) certificate) and Secondary School Certificates.

Applicant for Master's degree programme should present a concept paper outlining what to be researched in the intended discipline.

3.2.3 Doctor of Philosophy (PhD) Degree

The Mbeya University of Science and Technology offers a Doctor of Philosophy degree programme either by Thesis or Coursework and Dissertation. Minimum Entry Qualifications into a Doctor of Philosophy (PhD) programme requires an applicant to possess Master's degree (Minimum GPA should be 3.0) in the area intended to register for studies. Applicant for PhD degree programme should present a concept paper outlining what to be researched in the intended discipline. Details (if any) are as indicated in this Prospectus under the respective programme.

3.3 Registration

3.3.1 Successful applicants may register as full time or part time students.

3.3.2 Candidates will be registered either for coursework study followed by research leading to a Dissertation or by research leading to a Thesis without a prescribed coursework component.

3.3.3 Candidates may register as full-time or part-time students.

Registration will take place during the first three weeks of Semester I and II for the respective intakes.

- a) Candidates selected for admission shall be required to register at the commencement of the first academic year of their studies.
- b) Registration shall take place in the first three weeks of the respective intake for taught postgraduate academic year and shall be effected upon submission by the candidate of a duly filled Registration Form and upon submission of the following:
 - i. Evidence of payment of the University fees;

- ii. Copies and the originals of transcripts and certificates. [The originals will be returned to the candidate after physical verification]; and
 - iii. Two stamp-size (or passport-size) colour photographs.
- c) Failure to renew registration shall lead to automatic discontinuation from studies.
- d) Registration of new and continuing students shall take place within three weeks from the first day of the commencement of the academic year.
- e) Registrations for purposes of this Regulation shall be effected through Form MUST/ PG.F1.
- f) 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.

3.3.4 No student shall be allowed to postpone studies after 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 as per MUST 2019 Postgraduate Regulation 2.3.3., special circumstances shall include:

- a) Sickness;
- b) Serious social problems (each case to be considered on its own merit); or
- c) Severe sponsorship problem.

3.3.5 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.

3.3.6 Candidate's desirous of changing subjects/courses/programme shall be allowed to do so after registration and within three weeks after commencement of the academic year. No candidate shall be allowed

to change subjects/courses/programmes after the fourth week of commencement of the semester.

3.3.7 With valid reasons candidates within their studentships may apply for permission to change their study programme delivery modes within the University through DVC ARC using MUST/ PG.F4 Form.

3.3.8 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.

3.4 Examination and Grading

In all Colleges, the relationship between letter grades, award, numerical score 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

3.5 Other relevant information

3.5.1 Every registered candidate is required to submit a progress report (through online system) to his/her supervisor who shall forward it to the College through the Head of Department.

3.5.2 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 show progress in studies.

4 ACADEMIC PROGRAMMES OFFERED BY INDIVIDUAL COLLEGES

The following sections outline the various programmes offered under different Colleges across the University.

4.1 COLLEGE OF ENGINEERING AND TECHNOLOGY

The College of Engineering and Technology offers the following postgraduate degree programmes:

- i. Master of Science in Civil Engineering;
- ii. Master of Engineering in Clean Energy Technology;
- iii. Master of Science in Energy Engineering;
- iv. Master of Engineering in Renewable Energy; and
- v. Doctor of Philosophy in Civil Engineering.

4.1.1 Master of Science in Civil Engineering

This programme is offered in the Department of Civil Engineering. The MSc (Civil Eng.) Degree programme is in one mode, full time for two (2) years period.

a) Programme Objectives

This Programme intends to equip students with advanced knowledge and practice on civil engineering issues and technologies while being driven by the spirit of optimal and efficient utilization of the limited available resources. Upon completion of this Programme, depending on specialization, students will be able to:

- i. Assess the resources in line with civil engineering practices, social & technological demands and developments;
- ii. Analyse complex civil engineering related challenges with emphasis to use of locally available resources;
- iii. Analyse the impact of climate change and climate variability of civil engineering infrastructure;
- iv. Evaluate the existing laws, regulations and policies applied in civil engineering and construction industry;
- v. Design models for simulation, optimization, predicting, forecasting and evaluating the performance of civil engineering system;

- vi. Interpret scientific data, information, and laboratory results and generate information for application in civil engineering systems;
- vii. Train, research and offer consultancy services in areas of civil engineering; and
- viii. To contribute in the advancement of knowledge.

b) Programme Description

The Programme is based on research and publications. This is a four semester programme with 360 credits offered within the two semesters of the first year of study for preparation of Research Proposal. In the second year, the candidate will spend two semesters for reparation of thesis. The four Semesters are distributed tentatively as follows:

Year	Duration	Semester	Activities
1	October to June	1&2	Research proposal
2	July to April	3&4	Thesis & publication

The total timeframe, although some candidates may need longer periods for Thesis writing and journal publication.

The programme structure is as follows:

Year 1

Semester 1&2

Code	Course	Credits
BEE 6001	Preparation of Research Proposal	180

Year 2

Semester 3&4

Code	Course	Credits
BEE6002	Preparation of Thesis and publication	180
BEE 6003	Examination	

4.1.2 Master of Engineering in Clean Energy Technology

This programme is offered in the Department of Electrical and Power Engineering. The MSc (Clean Energy Technology) Degree programme is in one mode, full time for two (2) years period.

a) Programme objectives

This Master's degree programme builds upon skills developed at undergraduate level through study of electrical, energy, renewable energy, civil, agricultural and mechanical engineering with a range of engineering foundation subjects. The programme is aimed at graduate engineers who would like to continue their studies and at engineers who are currently working in relevant industries who would like to move into an engineering role in the sustainable clean energy technologies area.

b) Entry requirements

A minimum Second Class bachelor degree (2.7 GPA) or at least a GPA of 4.0 at Postgraduate Diploma in Electrical or Electronic Engineering, Civil Engineering, Mechanical Engineering, Energy Engineering, Mechatronic Engineering, Architecture or a minimum Second Class Bachelor degree (2.7 GPA) or at least a GPA of 4.0 at Postgraduate Diploma in a related engineering discipline. Non-standard applications: Applicants holding a qualification or combination of qualifications demanded by the University as being of equivalent standard as per TCU guidelines when taken in conjunction with relevant work experience may also be considered.

c) Programme Description

Year 1 Semester 1

Course Code	Course name	Core /elective	Credits
CENT 9101	Foundation for Clean Energy Engineering	Elective	6
CENT 9102	Energy, Ecology and Environment	Core	8
CENT 9103	Fuel and Combustion	Elective	6
CENT 9104	Heat Transfer	Elective	6
CENT 9105	Solar Energy Utilization	Core	6

CENT 9106	Biomass Energy Utilization	Core	6
CENT 9107	Wind and Hydro Energy	Core	6
CENT 9108	Clean Energy Laboratory	Core	7
CENT 9109	Energy Management and Auditing	Core	6
CENT 9110	Clean Energy Economics and Planning	Core	6
CENT 9111	Clean Energy Syst. &Simulation Lab.	Core	8
Total credits			90

Year 1 Semester 2

Course Code	Course name	Core /elective	Credits
CENT 9201	Advanced Bio Energy	Core	9
CENT 9202	Advanced Solar Thermal Energy	Core*	9
CENT 9203	Advanced Solar Photovoltaic Energy	Core*	9
CENT 9204	Hydrogen Energy and Fuel Cell	Elective	9
CENT 9205	Geothermal Energy and other RETs	Core	6
CENT 9206	Thermal Power Plant Engineering	Core	6
CENT 9207	Energy Efficient Buildings	Core	6
CENT 9208	Renewable Energy Grid Integration	Core	8
CENT 9210	Hydro Power (HP) Systems	Core	9
Total credits			71

**indicates elective course per specialization*

Year 2 Semester 3

Course Code	Course name	Core /elective	Credits
CENT 9301	Decentralized Power Supply and Grid Integration	Core	8
CENT 9302	Energy, Climate Change and Carbon Trade	Elective	6
CENT 9303	Instrumentation and Control for Energy Systems	Core	7
CENT 9304	Energy Conservation and Waste Heat Recovery	Elective	6
CENT 9305	Project Planning and Management	Core	8
CENT 9306	Research Methodology	Core	7
CENT 9307	Energy Storage Systems	Core	7
CENT 9308	Energy Modelling and Optimization	Core	8
CENT 9309	Power Electronics for Renewable and Distributed Generation	Core	9
Total credits			66

Year 2 Semester 4

CENT 9401 Thesis / Research Work (60 Credits)

(Typically based on case studies or field experiments in a chosen field of study.)

Assessment Mode

Continuous of assessment	40%
End of Semester examination	60%

The pass marks of each examinable course is a B (50%) or above.

4.1.3 Master of Science in Energy Engineering

This programme is offered in the Department of Mechanical and Industrial Engineering. The MSc (Clean Energy Technology) Degree programme is in one mode, full time for two (2) years period.

a) Programme objectives

Masters Science in Energy Engineering programme is framed with the following objectives:

- i. To provide an opportunity to the students of diverse educational and professional backgrounds to acquire basic knowledge in certain new subjects directly relevant to the interdisciplinary area of energy engineering;
- ii. To enable the students to acquire a strong foundation in all the advanced-level important areas such as energy conversion, heat and mass transfer, fluid mechanics, combustion, instrumentation and control, energy conservation, environment and appropriate energy technologies;
- iii. On successful completion of the programme, the students should be able to design, evaluate, and select appropriate energy technologies to meet a given energy demand;

- iv. To enable the students to learn and work independently with minimum supervision;
- v. To provide an opportunity to the students to manage and transform work or study context that requires new strategic approach related to energy engineering; and
- vi. Contribute to professional knowledge and practice in energy engineering.

b) Entry requirements

A holder of Bachelor degree in Mechanical, Electrical, Chemical and Process, Marine Engineering, or other engineering fields from a recognized University or Institution of higher learning approved by Senate having at least a minimum GPA of 2.7 or B grade.

OR

Holders of Postgraduate Diploma in Mechanical, Electrical, Chemical and Process, Marine Engineering, or other related engineering fields from a recognized University or Institution of higher learning approved by Senate having at least a minimum GPA of 3.0 or B grade.

c) Programme Description

Year 1 Semester 1

Course Code	Course name	Core /elective	Credits
ME 9101	Numerical analysis	Core	9
ME 9102	Computer Programming and MATLAB	Core	12
ME 9103	Control Systems Engineering	Core	12
ME 9104	Advanced Thermodynamics	Core	12
ME 9108	Renewable Energy	Core	9
ME 9109	Project Management	Core	9
Total credits			63

Year 1	Semester 2		
Course Code	Course name	Core /elective	Credits
ME 9111	Research Methods	Core	9
ME 9105	Fluid Mechanics and Machinery	Core	14
ME 9106	Heat transfer	Core	14
ME 9107	Industrial Refrigeration & Air conditioning	Core	14
ME 9119	Energy Policy and Planning	Elective	9
ME 9120	Solid Waste Management	Elective	9
Total credits			66

Year 2 Semester 1

Course Code	Course name	Core /elective	Credits
ME 9201	Energy Modelling and Simulation	Core	15
ME 9202	Computational Fluid Dynamics (CFD)	Core	15
ME 9204	Dissertation – Research Proposal	Core	30
Total credits			60

Year 2 Semester 2

Course Code	Course name	Core / elective	Credits
ME 9205	Dissertation - Research Report	Core	60
Total Credits			60

Assessment Mode

Continuous of assessment	40%
End of Semester examination	60%

The pass marks of each examinable course is a B (50%) or above.

4.1.4 Master of Engineering in Renewable Energy

This programme is offered in the Department of Mechanical and Industrial Engineering. The MSc (Renewable Energy) Degree programme is in one mode, full time for two (2) years period.

a) Programme Objectives

- i. To enable the students to acquire a strong foundation in all the advanced-level important areas such as energy conversion, heat and mass transfer, fluid mechanics, combustion, instrumentation and control, energy conservation, environment and appropriate energy technologies;
- ii. On successful completion of the program, the students should be able to design, evaluate, and select appropriate energy technologies to meet a given energy demand;
- iii. To enable the students to Learn and work independently with minimum supervision;
- iv. To provide an opportunity to the students to manage and transform work or study context that requires new strategic approach related to Renewable Energy; and
- v. Contribute to professional knowledge and practice in Renewable Energy Technology.

b) Entry requirements

A holder of Bachelor degree in Mechanical, Electrical, Chemical and Process, Marine Engineering, or other related engineering fields from a recognized University or Institution of higher learning approved by Senate having at least a minimum GPA of 2.7.

OR

Holders of Postgraduate Diploma in Mechanical, Electrical, Chemical and Process, Marine Engineering, or other related engineering fields from a recognized University or Institution of higher learning approved by Senate having at least a minimum GPA of 2.7.

c) Programme Description

Year 1 Semester I

Course Code	Course name	Core /elective	Credits
ME 9101	Numerical analysis	Core	9
ME 9102	Computer Programming	Core	9
ME 9112	Solar Energy	Core	12
ME 9113	Bio Energy	Core	12

ME 9114	Hydro power	Core	12
ME 9109	Project Management	Core	9
Total credits			63

Year 1 Semester 2

Course Code	Course name	Core /elective	Credits
ME 9111	Research Methods	Core	9
ME 9110	MATLAB	Core	9
ME 9115	Wind Energy Design and Applications	Core	12
ME 9116	Geo Thermal and Ocean Energy	Core	12
ME 9117	Energy Audit and Conservation	Core	12
ME 9119	Energy Policy and Planning	Elective	9
ME 9120	Solid Waste Management	Elective	9
Total credits			72

Year 2 Semester 1

Course Code	Course name	Core /elective	Credits
ME 9203	Renewable Energy Integrat. Technologies	Core	15
ME 9202	Computational Fluid Dynamics (CFD)	Elective	15
ME 9201	Energy Modeling and Simulation	Elective	15
ME 9206	Dissertation – Research Proposal	Core	30
Total credits			60

Year 2 Semester 2

Course Code	Course name	Core / elective	Credits
ME 9207	Dissertation - Research Report	Core	60
Total Credits			60

Assessment Mode

Continuous of assessment 40%

End of Semester examination 60%

The pass marks of each examinable course is a B (50%) or above.

4.1.5 Doctor of Philosophy in Civil Engineering

This programme is offered in the Department of Civil Engineering. The PhD (Civil Eng.) programme is in one mode, full time for three years period.

a) Programme Objectives

This Programme intends to equip students with advanced knowledge and practice on civil engineering practices and technologies while being driven by the spirit of optimal and efficient utilization of the limited available resources. Upon completion of this Programme, depending on specialization, students will be able to:

- i. Assess the resources in line with civil engineering practices, social & technological demands and developments;
- ii. Analyse complex civil engineering related challenges with emphasis to use of locally available resources;
- iii. Analyse the impact of climate change and climate variability of civil engineering infrastructure;
- iv. Evaluate the existing laws, regulations and policies applied in civil engineering and construction industry;
- v. Design models for simulation, optimization, predicting, forecasting and evaluating the performance of civil engineering system;
- vi. Interpret scientific data, information, and laboratory results and generate information for application in civil engineering systems;
- vii. Train, research and offer consultancy services in areas of civil engineering; and
- viii. To contribute in the advancement of knowledge.

b) Programme Description

Year	Duration	Semester	Activities
1	October to June	1&2	Preparation of Research Proposal
2	July to June	3&4	Preparation of Thesis & Publication
3	July to June	5&6	Preparation of Thesis & Publications

The programme structure is as follows:

Year 1 Semester 1&2

Code	Course	Credits
BEE7001	Preparation of Research Proposal	180

Year 2 Semester 3&4

Code	Course name	Credits
BEE7002	Preparation of thesis & publication (1)	180

Year 3 Semester 5&6

Code	Course	Credits
BEE7002	Preparation of thesis & publication (1)	180
BEE 7003	Examination	-

4.2 COLLEGE OF INFORMATION AND COMMUNICATION TECHNOLOGY

The College of Information Communication and Technology offers the following graduate degree programmes:

- i. Master of Information Technology; and
- ii. Doctor of Philosophy in Information Science and Engineering.

4.2.1 Master of Information Technology

This programme is offered in the Department of Information Systems and Technology. The MSc (IT) Degree programme is in one mode, full time for two (2) years period.

a) Programme Objectives

The objectives of the programme are to:

- i. Provide students with a broad base knowledge of Information Technology in order to manage the information in modern world;

- ii. Provide graduates with practical real world examples of equipment and services found in modern world;
- iii. Produce an Information Technology professional whose qualification will be recognized in the world of modern world; and
- iv. Equip students with analytical critical thinking and problem solving skills in Information Technology.

b) Entry requirements

- i. The entry requirements for the candidates applying for Master of Science in Information Technology should possess any Bachelor degree in Computer field with the GPA not less than 2.7.
- ii. Holders of postgraduate diploma with IT subject with an average of B+ or GPA not less than 4.0

c) Programme Description

Year 1 Semester 1

Course Code	Course name	Core /elective	Credits
IT 9131	Advanced Computer Network	Core	12
IT 9132	Open Source Technology & Operating Systems	Core	13
IT 9133	Programming in Python	Core	13
ST 9203	Research Methodology	Core	12
IT 9135	e-Commerce	Elective	12
IT 9136	Distributed 12 and Internet Databases	Elective	12
IT 9137	Data communication	Elective	12
Total credits			60

Year 1 Semester 2

Course Code	Course name	Core /elective	Credits
IT 9138	Internet of Things	Core	13
IT 9139	Mobile Application	Core	12
IT 9140	Cyber security Principles	Core	13
IT 9141	ICT Project management	Core	10
IT 9142	Cloud Computing	Elective	12
IT 9143	Artificial 12 Intelligence	Elective	12
IT 9144	Digital Forensics	Elective	12
Total credits			84

Year 2 Semester 3

Course Code	Course name	Core /elective	Credits
IT 9201	Preparation of research proposal	Core	60
Total Credits			60

Year 2 Semester 4

Course Code	Course name	Core /elective	Credits
IT 9202	Implementation of Research proposal	Core	60
Total Credits			60

Assessment Mode

University examination shall carry 50 marks,

Continuous assessment carries 50 marks,

The pass marks of each examinable course is a B (50%) or above.

4.2.2 Doctor of Philosophy in Information Science and Engineering (ISE)

This programme is offered in the Department of Computer Science and Engineering. The PhD (ISE) Degree programme is in one mode, full time for three (3) years period.

a) Programme Objectives

- i. To provide students with a broad base knowledge of Information Technology in order to manage the information in modern world;
- ii. To provide graduates with practical real world examples of equipment and services found in modern world;
- iii. To produce an Information Technology professional whose qualification will be recognized in the world of modern world; and
- iv. To equip students with analytical critical thinking and problem solving skills in Information Technology.

b) Entry requirements

Any one of the following may be admitted as a candidate for this programme, provided that the Senate is satisfied that the candidate is qualified to undertake the proposed line of research in Computer Science.

- i. A holder of at least a second class with honours Bachelors of Science Degree in the field of Computer science, Computer engineering, Information and Communication Engineering, Information Technology and Master Degree with at least a GPA of 3.0/5.0 or Distinction in a relevant field;
- ii. A person who has in any other manner satisfied the Senate that s/he is so qualified with at least one publication in a peer reviewed journal and experience of three years in relevant field;
- iii. A candidate for admission to the PhD degree programme of the University shall hold a relevant Master's degree of the Mbeya University of Science and Technology; or
- iv. The candidate shall hold a relevant Master's degree of equivalent standing from another approved university; and
- v. Candidates with a First Class or Upper Second first degree or holders of distinction or a credit in the case of unclassified degree may also be considered for PhD registration such candidates have to initially register for the Master's degree and do at least one full year's postgraduate training. If they demonstrate outstanding performance and obtain the authorization of Senate on the recommendation of the relevant College Board and the PSRPC they may upgrade their registration to PhD candidacy.

c) Programme Description

Course Code	Course name	Scheme of Study[Hours/Year]	Credits
Year 1			
CS10101	Preparation of Research Proposal.	1800	180
Second &Third Year			
CS10201	mentation of research proposal, preparation of thesis and at least two peer reviewed publications. Waiting for examination	3600	360
Total credits			540

4.3 COLLEGE OF SCIENCE AND TECHNICAL EDUCATION

This College offers Postgraduate Diploma in Technical Education (PDTE). This programme is under the Department of Technical Education. The PDTE programme is in one mode, full time for one (1) year period.

a) Programme Objectives

- To train and produce sufficient and quality graduate Technical Teachers with mastery of subject matter and competence in pedagogical skills;
- Establish a sound foundation of scientific principles applied in the field of Technical Education;
- Create awareness and the need of being creative, innovative and self-reliant in tackling Technical Education problems; and
- Develop the ability in communicating with all workmates, of all levels and create a conducive working environment within the field of science and education.

b) Entry requirements

The requirements for the candidates applying for Postgraduate Diploma in Technical Education should be in possession of the Bachelor degree in Engineering with a GPA of not less than 2.7 or should be in possession of Advanced Diploma in Engineering (ADE) from a recognized institution.

c) Programme Description

Year 1 Semester 1

Course Code	Course name	Core /elective	Credits
EPGD 09101	Education Foundation	Core	10
EPGD 09102	Education Media and Technology	Core	9
EPGD 09103	Introduction to Educational Psychology	Core	12
EPGD 09104	Teaching Methods	Core	9
EPGD 09105	Teaching Practice	Core	18
EPGD 09106	Guidance and Counselling in Education	Core	12
Total credits			70

Year 1 Semester 2

Course Code	Course name	Core /elective	Credits
EPGD 09201	Education M& Evaluation	Core	12
EPGD 09202	Principles of Curriculum Development	Core	9
EPGD 09203	Education Management and School Admin	Core	9
EPGD 09204	Professionalism and Ethics in Education	Core	9
EPGD 09205	Research Methods in Education	Core	9
Total credits			48

STUDENTS MUST STUDY ONE SPECIAL COURSE BELOW

Course Code	Course name	Core /elective	Credits
CDTE 09206	Woodwork and Painting Engineering	Elective	8
CDTE 09207	Construction Technology	Elective	8
CDTE 09208	Surveying	Elective	8
CDTE 09209	Architectural Draughting	Elective	8
MDTE 09210	Work, power and Energy	Elective	8
MDTE 09211	Mechanical Draughting	Elective	8
EDTE 09212	Electrical Engineering	Elective	8
EDTE 09213	Electronics	Elective	8
Total credits			64

Assessment Mode

University examination 40%

Continuous assessment 60%

The pass mark of each examinable course is a B (50%) or above.

4.4 Tuition Fee Structure

The amount of fees payable for postgraduate programmes and the modalities of payment to the University is shown hereunder:

Table 1: Tuition Fee Structure for Postgraduate Programmes 2020/2021
Academic Year

S/N	PROGRAMME	Duration (Years)	Mode of Study	Programme Status	Tuition fee for Tanzanian (TZS) per Year	Tuition fee for Foreigner (US\$) per Year
1	Master of Science Energy Engineering	2	Course work	Full time	3,000,000	3,000
2	Master of Engineering in Renewable Energy	2	Course work	Full time	3,000,000	3,000
3	Master of Engineering in Green Energy Technology	2	Course work	Full time	3,000,000	3, 000
4	Master of Science in Information Technology	2	Course work	Full time	3,000,000	3,000
5	PhD in Information Science and Engineering	3	Thesis	Full time	3,500,000	3,500

Table 2: Fee Structure for Postgraduate Programmes for 2019/2020

S/N	PROGRAMME	Duration (Years)	Mode of Study	Programme Status	Tuition fee for Tanzanian (TZS) per Year	Tuition fee for Foreigner (US\$) per Year
1	Master of Science in Civil Engineering	2	Thesis	Full time	2,500,000	2,000
2	PhD Civil Engineering	3	Thesis	Full time	3,000,000	4,000
3	Postgraduate Diploma in Technical Education	1	Course work	Full time	2,000,000	2, 000
4	MSc. Biodiversity	2	Course work	Full time	3,000,000	2,500
5	MSc. In Applied Mathematics	2	Course work	Full time	2,800,000	2,300
6	MSc. Statistics	2	Course work	Full time	2,800,000	2,300
7	MSc. Education Management and Administration	2	Course work	Full time	2,800,000	2,300
	Postgraduate Diploma in Business	1	Course work	Full time	2,000,000	2,000
8	Master's in Business, and Economics	2	Course work	Full time	2,500.000	2,000
9	PhD in Business Administration	3	Thesis	Full time	3,000,000	2,500

Table 3: Direct University Costs for (SADC+EAC) and Foreigner Postgraduate Students

Cost Item	Tanzanian Students (Tshs)	SADC +EAC Students (Tshs)*	Foreigners Students (US\$)
Application fee	50,000	50,000	50
Student Union	20,000 per year	20,000 per year	15 per year
Registration	20,000	20,000	15
Caution Money	50,000	50,000	50
Student ID	10, 000	10, 000	5
TCU fee	20,000	20,000	20

Table 4: Research Funds for (SADC+EAC) and Foreigner Postgraduate Students

Programmes	Tanzanian (Tshs)	Students	SADC +EAC (Tshs)	Students	Foreigner Students (US\$)	
	Masters	Ph.D.	Masters	Ph.D.	Masters	Ph.D.
Sciences	4,000,000	12,000,000	10,000,000	20,000,000	6,310	12,615
Social Sciences and Humanities	4,000,000	12,000,000	4,000,000	12,000,000	2,525	7,570

Clarification on Research Funds:

- (i) For Master Programmes, the amount shown is paid once.
- (ii) For Ph.D. by Coursework and Dissertation, the amount shown is paid in the third or fourth year of study during the research phase.
- (iii) For Ph.D. by thesis, the amount shown covers three years of study.

Table 5: Direct students' costs per year for (SADC+EAC) and Foreigner Postgraduate Students

Cost Item	Tanzanian Students (Tshs) per year			SADC + EAC Students (Tshs) per year			Foreigner Students (US\$) per Year		
	PGD	Masters	PhD	PGD	Masters	PhD	PGD	Master s	PhD
Stationery	100,000	200,000	200,000	100,000	200,000	200,000	65	125	125
Books	350,000	500,000	500,000	350,000	500,000	500,000	220	315	315
Stipend	6,000,000	6,000,000	7,200,000	6,000,000	6,000,000	7,200,000	3,780	3,780	4,560
Thesis/ Production	0	350,000	500,000	0	350,000	500,000		220	315
Research Paper/	500,000	0	0	500,000	0	0	500	0	0

5 REGULATIONS ON REGISTRATION AND COURSEWORK EVALUATION

5.1 REGISTRATION

- i. 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.
- ii. Candidates' desirous of changing subjects/courses/programme shall be allowed to do so after registration and within three weeks after commencement of the academic year. No candidate shall be allowed to change subjects/courses/programmes after the fourth week of commencement of the semester.
- iii. With valid reasons candidates within their studentships may apply for permission to change their study programme delivery modes within the University through DVC ARC using MUST/ PG.F4 Form.
- iv. 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.
- v. Every registered candidate is required to submit a progress report (through online system) to his/her supervisor who shall forward it to the College through the Head of Department.
- vi. 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 show progress in Studies, thus a thorough observations in each programme is necessary:

a) Masters by Coursework and Dissertation

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

- i. To complete the coursework component of the programme a student must pass a minimum number of units, including all the prescribed core courses in the programme.
- ii. On Senate's approval of the results, the candidate proceeds to the dissertation phase of the programme. It is essential that he/she writes and tables a comprehensive proposal in a departmental seminar for the departmental postgraduate studies committee to review and approve.

b) Masters by Thesis

Having satisfied the admission criteria for Master's Degree by thesis, candidates will have to observe the following procedures:

- i. Within four months of the registration, the candidate must have presented a comprehensive substantive research proposal in a Departmental seminar for all (especially the Department's Postgraduate Studies Committee) to review.
- ii. Guidelines on the writing of the Research Proposal 2020 shall be adhered. Each member of the Department's Postgraduate Studies Committee should be given a copy of the proposal for scrutiny at least seven days before the date of the seminar presentation as detailed in the postgraduate guideline.
- iii. If satisfied with the proposal's quality, the department submits the proposal to the College Postgraduate Studies, Research and Publications Committee. Students shall present the proposals to the College Postgraduate Studies Committee.
- iv. The College Postgraduate Studies, Research and publications Committee will subsequently approve the proposal and report to the PSRPC for noting.

- v. Research proposals for Masters-by-thesis candidates must be submitted to the College/School's Postgraduate Studies, Research and Publications Committee and approved within six months from the date of formal registration. Candidates shall pay a fee for each monthly extension beyond the six months as the Council may from time to time prescribe.
- vi. The duration of the registration period for Masters by Thesis candidates, including the six months of developing and submitting a research proposal, shall be two years for full-time candidates and three years for part-time candidates.
- vii. 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.

5.1.1 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.F18 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 registration period for a maximum of six months provided that the period so allowed shall be within the maximum allowable period of registration.

5.1.2 Postponement of studies

Postponement of studies shall not be entertained. However, under special circumstances, permission to postpone studies may be considered as per MUST Postgraduate Guidelines and regulations 2019

Section 2.8 (i) & (ii) for students at the coursework phase. Students on thesis and dissertation phase shall be required to freeze registration as per regulations.

5.1.3 Freezing registration

- a) If, for any sound reason, a candidate fails to continue with his/her studies, he/she may apply to the PSRPC for the freezing of the registration through his/her Department and College.
- b) The maximum period for such freezing shall be two years.
- c) Freezing of registration is not allowed for students during the coursework phase.

5.1.4 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 Masters' 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 maximum registration period shall be informed in writing about such discontinuation. However, failure to access letter of Discontinuation shall not be accepted as a ground for appeal against the discontinuation decision.

5.1.5 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 Higher Degree Committee, apply to Senate for permission to transfer registration to that of a Masters' 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 Masters' 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 which the applicant has completed his or her studentship for Masters, as a contribution towards the fulfilment 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 Senate at any time before submission of the thesis for permission to transfer registration to that of Postgraduate Diploma or Masters' Degree respectively, subject to the availability of the relevant programme.
- (d) A PhD or Masters 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 to a relevant existing Postgraduate Diploma programme respectively.

5.2 COURSEWORK EVALUATION

5.2.1 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. Unless stipulated otherwise the General University Undergraduate Examination Regulations shall be used to guide the conduct of examinations of all postgraduate courses.

5.2.2 In all Colleges, the relationship between letter grades, award, numerical score and grade points shall be as follows:

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

5.2.3 All coursework examination results must be submitted to the relevant Boards of the Colleges, PSRPC and Senate for approval.

5.2.4 Presentation of examination results to Boards of Colleges, PSRPC and Senate shall be in accordance with the University approved format.

5.2.5 Candidates must successfully complete the coursework phase before they are allowed to proceed to the dissertation phase. Successful completion of the coursework phase shall mean attainment of a “B” grade or above (i.e. a grade point average (GPA) of at least 3.0) in all examinations.

5.2.6 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).

5.2.7 Candidates who fail to attain a GPA of at least 2.7 shall be discontinued from studies.

- 5.2.8 Candidates who fail in any supplementary examination and have a GPA of 3.0 and above may be allowed to repeat the failed course(s) but shall not be allowed to proceed to the dissertation phase before passing the failed course.
- 5.2.9 Candidates who fail to attain a GPA of at least 3.0 after supplementary examinations shall be discontinued from studies.
- 5.2.10 Departments/Colleges will administer supplementary examinations within a period of three months of Senate approval of the results.
- 5.2.11 All courses shall be subjected to the independent internal and external examination process.
- 5.2.12 Computation of the final GPA for a degree shall be based on the minimum number of units required to complete a degree programmes or the closest number marginally exceeding the prescribed minimum by including:
- (a) All the prescribed core courses
 - (b) The best performed elective courses
- 5.2.13 Grades of all courses attempted by the candidate shall appear in the Transcript.
- 5.2.14 The General University Postgraduate Examination Regulations shall govern the handling of examination irregularities.

6 REGULATIONS ON THESIS /DISSERTATION PHASE

6.1 General Regulations

- 6.1.1 Candidates doing a Postgraduate programmes by coursework and dissertation and who have qualified to continue with the dissertation phase after the coursework part, shall be required to submit a Dissertation in partial fulfilment of the degree requirements, after a specified period set by the relevant College.
- 6.1.2 In the case of some Colleges where the dissertation constitutes a small proportion of the degree programme (i.e. less than 50% of the study units), the College regulations for the submission and examination of dissertations shall apply.
- 6.1.3 Both dissertations and theses shall be examined and graded with a letter grade according to Form MUST/PG.F9.
- 6.1.4 The grade for the dissertation shall contribute to the final grade point average (GPA).
- 6.1.5 Before the initial submission of the Dissertation/Thesis, all Thesis and Dissertation Postgraduate candidates shall make a presentation to the Departmental Postgraduate Studies Committee which shall approve such submission.
- 6.1.6 All PhD by Thesis and Dissertation candidates shall be required to produce at least one paper published and at least two accepted manuscripts (articles/papers) in a peer reviewed journal based on his/her research and the journal shall be acceptable or recognisable by MUST.

6.2 Notice of Intention to Submit

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 Chairperson, PSRPC, expressing intention to submit the Dissertation/Thesis. This notice shall be submitted using Form MUST /PG.F8.

6.3 Academic Dishonesty

6.3.1 Acts of academic dishonesty shall include but are not limited to:

- (a) Plagiarism, or
- (b) Academic cheating.

6.3.2 The term “plagiarism” shall be applied if more than 30% (including references) shall be understood to mean the presentation of another person’s works (published or not), ideas or creation from any source as if they were one’s own, presentation of one’s own ideas, previously published or not, without disclosing or acknowledgement.

7 EXAMINATION OF MASTERS' THESES/DISSERTATIONS AND DEGREE AWARDS

7.1 General Regulations

- 7.1.1 All Masters Candidates must present their dissertation/thesis to the Departmental Postgraduate Studies Committee to approve that the Dissertation/Thesis is ready for examination.
- 7.1.2 Every Dissertation/Thesis shall be examined by at least two examiners who are specialists in the area and approved by the relevant College Board, PSRPC and Senate. At least one of these must be external to the University.
- 7.1.3 Internal examiners should be members of the academic staff of the University. The candidate's supervisor may not act as the internal examiner.
- 7.1.4 Transmission of Theses/Dissertations is the official responsibility of Colleges/Departments.
 - (a) The examiners shall be required to submit their detailed reports on the Thesis/Dissertation within two months from the date of receipt of the thesis and within one month for a dissertation.
 - (b) The examination report shall contain a detailed description and focus as per grading Form MUST/PG.F9).
- 7.1.5 If the reports are not received within three months, new examiners shall be appointed.
- 7.1.6 Each examiner shall also be required to summarize his/her report on the thesis/dissertation by filling in Summary Form MUST/PG.F9 with a definite recommendation for one of the following actions:
 - a) The degree be awarded to the candidate unconditionally;
 - b) The degree be awarded subject to typographical corrections/minor revisions;
 - c) The degree be awarded subject to substantial corrections and revisions as indicated in the examination report;

- d) The degree not be awarded, but the candidate may be allowed to revise and re-submit the Thesis/Dissertation for re-examination;
- e) The degree not be awarded, but may be resubmitted for a lower award;
- f) The Thesis/Dissertation be rejected outright.

7.1.7 The College Postgraduate Studies Committee shall determine the candidate's Dissertation or Thesis final grade from recommendations of the department in Form MUST/PG.F10 as extracted from Form MUST/PG.F9.

7.1.8 Where the examiners differ significantly (one passes and one fails the candidate or a difference of two grades) in their overall recommendation, the College Postgraduate Studies Committee shall examine the case and recommend one of the following actions:

- (a) The recommendation of the External Examiner be adopted;
- (b) An additional independent examiner (without knowledge of the previous examiners' assessments) be appointed;

7.1.9 The University shall pay honoraria to the External and Internal Examiners at the rate prescribed by Council and upon receiving detailed reports and summary reports of the Thesis/Dissertation under examination. The claims shall be made through filling in forms MUST/PG.F15 (for Internal Examiner) and MUST/PG.F16 (for External Examiner).

7.1.10 A Dissertation or Thesis passed subject to typographical corrections/minor revisions must be submitted for degree award within one month from the date of the Senate's approval of the examination results.

7.1.11 A Dissertation or Thesis passed subject to substantial corrections and revisions must be submitted for degree award within three months

from the date of the Senate's approval of examination results. The Internal Examiner shall verify the corrections.

7.1.12 Only candidates whose Theses have been passed in accordance with 2019 MUST Postgraduate regulations 7.1.6(a) through (c) shall be allowed to sit for Viva Voce examination.

7.1.13 A Thesis or Dissertation not accepted in accordance with regulation 7.1.7(d) above must be re-submitted for examination within nine months from the date of the Senate's approval of examination results.

7.1.14 A candidate whose Thesis/Dissertation is rejected in accordance with Regulation 7.1.6(f) shall be discontinued from studies.

7.1.15 A candidate who fails, without reasonable cause, to submit a postgraduate degree Dissertation/ Thesis within the period stated in 7.1.11, 7.1.12 and 7.1.14 and above shall be discontinued from studies.

7.1.16 Where the examiners are not in agreement in their overall recommendation after resubmission Regulation 7.1.8 shall apply.

7.1.17 Subsequent publications from a Thesis/Dissertation submitted for a Master's degree of the Mbeya University of Science and Technology must contain a statement that the work is based on a Thesis/Dissertation submitted to the University.

7.2 Viva Voce Examinations for Master Degree by Thesis Programmes

7.2.1 In Masters' Degree programmes involving examinations of thesis alone without any prescribed coursework component, the candidate shall, in addition to writing a thesis, appear for a *Viva Voce* examination.

7.2.2 The Viva Voce examination shall take place only after the PSRPC and Senate have been satisfied that the Thesis submitted by the candidate is considered by the examiners to be satisfactory and shall follow the guidelines as stipulated in MUST Regulations and Guidelines 2019 Section 2.31(vi) that:

Each examiner shall also be required to summarize his or her report on the Thesis by filling in Summary Form MUST/PG.F10 with a definite recommendation for one of the following actions:

- (a) The degree be awarded to the candidate unconditionally; or
- (b) The degree is awarded subject to typographical corrections and/or minor revisions; or
- (c) The degree should not be awarded. The candidate be allowed to revise and resubmit the Thesis for re-examination; or
- (d) The Thesis be rejected outright.

8 DOCTOR OF PHILOSOPHY (PhD) DEGREE

8.1 Submission of a PhD Thesis

8.1.1 The PhD degree examination requires the submission of a thesis/dissertation by the candidate, embodying the results of the research.

8.1.1 PhD Thesis/Dissertation cannot be submitted without publishing at least one paper published and at least two accepted manuscripts (articles/papers) in a peer reviewed journal based on his/her research and the journal shall be acceptable or recognisable by MUST Senate. This paper should be attached as an appendix on the submitted Thesis/Dissertation.

8.1.2 The PhD Thesis/Dissertation maybe submitted either as a single monograph or journal papers in which case:

- a) The candidate shall submit at least one paper published and at least two accepted manuscripts with introduction and conclusion chapters;
- b) Those submitted journal papers must be published in an acceptable or recognisable journal by MUST Senate; and
- c) The candidate must be the principal author in all journal papers submitted for the award of a PhD degree.

8.1.3 Regardless of the form of submission, the thesis shall be an original contribution to the field of research by the student, regardless of the form of the thesis.

8.1.4 For thesis by papers, the student should use the introductory section of their thesis to explain and justify in full the nature and extent of the candidate's own contribution and the contribution of co-authors and other collaborators to the publications presented.

- a) A significant proportion of the researched materials should be derived from original research undertaken after the date the student initially registered with this University.

- b) The papers shall be inserted and that the pagination sequence should flow throughout the thesis.
- 8.1.5 No candidate may be permitted to submit a thesis for the PhD degree in less than 24 months from the date of registration.
- 8.1.6 A PhD candidate may, however, be allowed to submit his/her Thesis/Dissertation earlier than this if the supervisor and the relevant College Postgraduate Studies Committee is satisfied with the candidate's research contribution of new knowledge.
- 8.1.7 At least three months before the thesis/dissertation is submitted, the candidate shall, through the supervisor, give notice of intention to submit the Thesis/Dissertation. He/she should do this in writing to the Chairperson, PSRPC using Form MUST/PG.F5 submitting, at the same time, the proposed title and an outline of the plan and general scope of the thesis.
- 8.1.8 Every thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format and text presentation. The Thesis/Dissertation must contain a one-page abstract, which shall concisely indicate the problem investigated, the procedures, research methods employed, the general results, new contributions made, and the major conclusions reached.
- 8.1.9 All PhD candidates must present their dissertation/thesis to the Departmental Postgraduate Studies Committee for it to approve that the Dissertation/Thesis is ready for examination.

8.2 Examination of Theses and Award of a PhD Degree

- 8.2.1 For every PhD candidate approaching submission Senate shall appoint, on the recommendation of the relevant College and the PSRPC, at least two qualified examiners, one of whom shall be External to the Mbeya University of Science and Technology. The Examiners shall

be required to assess the thesis following standards prescribed by the Mbeya University of Science and Technology.

8.2.2 The Internal Examiner shall be an expert not involved in the candidate's supervision.

8.2.3 Transmission of Theses/Dissertations is the responsibility of Colleges. The Examiners shall be required to submit independent reports on the PhD Thesis/Dissertation as prescribed under the Masters programmes.

- a) The examiners shall be required to submit their detailed reports on the Thesis/Dissertation within a period of two months from the date of receipt of the Thesis/Dissertation.
- b) If the reports are not received within three months, new examiners shall be appointed.
- c) An Internal Examiner who fails to submit the report within two months shall be required to show cause for delay. The explanation shall be in writing and shall be addressed to the DVC ARC through the respective academic unit.

8.2.4 The PhD Thesis/Dissertation should show evidence that the candidate has made an original and significant contribution to knowledge, and each examiner shall submit a summary of the report on the thesis/dissertation using Form MUST/PG.F6 with a definite recommendation for one of the following actions:

- a) The PhD degree be awarded to the candidate unconditionally;
- b) The degree be awarded subject to typographical corrections and/or minor revisions;
- c) The degree be awarded subject to making substantial revisions and corrections as recommended;
- d) The degree should not be awarded, but the candidate be allowed to revise and resubmit the PhD Thesis for re-examination after a further period of study and/or research;

e) The degree should not be awarded, but the candidate be permitted to re-submit the work in a revised form for a Masters' Degree award;

f) The Thesis/Dissertation be rejected outright.

8.2.5 Where the examiners are not in agreement in their overall recommendation, PSRPC shall consider the case and recommend one of the following actions:

a) The recommendation of the External Examiner be taken; and

b) An additional independent examiner be appointed.

8.2.6 An Assessment by an additional independent examiner shall form basis of determining whether the candidate passes or fails the thesis.

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

8.2.8 The University shall pay honoraria to the External and Internal Examiners at rates prescribed by Council and upon receiving detailed reports and summary reports of the thesis under examination.

8.2.9 A Thesis/Dissertation not accepted as per Regulation 8.2.4 (d) above must be re-written and re-s submitted for re-examination within 18 months.

8.2.10 Candidates who fail to submit their Thesis/Dissertation within the period stated in Regulation 8.2.9 above shall be discontinued from studies.

8.3 Viva Voce Examination for PhD Candidates

8.3.1 In addition to writing a Thesis, the PhD candidate shall appear for a Viva Voce examination.

8.3.2 The Viva Voce examination shall take place only after the Senate has been satisfied that the Thesis/ Dissertation submitted by the candidate is considered by the examiners to be of acceptable standard as per MUST Guidelines and Regulation 2019 Section 2.34(vi).

9 POSTGRADUATE EXAMINATION REGULATIONS

These Regulations are meant to provide guidelines for conducting University examinations and carrying out students' assessment for by coursework and dissertation programmes. The Regulations present what staff and Postgraduate Students should abide in the whole examination process. These Regulations shall apply to all Postgraduate programmes offered by the University that are evaluated by any form of Continuous Assessment and Semester Examinations, except where otherwise indicated. These Regulations pertain to all examinations that are conducted by the College. These Examination Regulations will take effect from the Academic year 2020/2021 for first-year by coursework Postgraduate Students.

9.1 GENERAL UNIVERSITY EXAMINATION REGULATIONS

9.1.1 Definitions

Abscondment	The act of being absent from scheduled examination at the time, day and place specified without prior permission or failure to attend scheduled classes to the stipulated minimum percentage (75%) of attendance in a specific semester.
--------------------	--

Appeal	A request for a review of a decision made by an Examinations Authority about the performance in an examination of a candidate.
Board	Refers to the group of people who have power to make decisions and control over a formal written, spoken or practical test(s) and examination(s) in the University. It specifically includes Department Committee, College Sub-committee Board, College Board, Postgraduate Studies Committee and the University Senate.
Candidate	Any person registered for any programme of study conducted by the University and eligible for examination.
Carry Over	Repeating the failed course(s) in the subsequent years by fulfilling all requirements of the course(s) as stipulated in these regulations and it is abbreviated as “CO”.
Continuous Assessment	An assessment process that consists of quizzes, tests, assignments, case studies, and field/project work report where applicable.
Core Course	An essential and compulsory course of a programme which must be completed by all candidates in a particular semester.
Course	Any independent unit that contributes in making up a programme of study offered and it has a unique identification code.

Cumulative GPA	Refers to the summation of all grade points of all credit course divided by the total number of credits taken by a candidate beginning from his/her admission till the last examination held.
De-conformant of an Award	Any act of depriving the right of owning the award for Postgraduate academic legality possessed by the graduand/graduate after failing to adhere or comply to certain academic conditions.
De-registration	An official record that disqualifies a particular student as no longer eligible as legitimate candidate of the University.
Postgraduate Diploma	A programme studied for a year.
Discontinuation	Stopping a candidate from continuing with studies and/or deprivation of a postgraduate award or any other academic credentials already awarded by the University. The candidate will stay away from the University for three (3) years and he/she may re-apply for first year in another programme different from the first one that he/she was discontinued.
Elective Course	Course chosen by a student from the list of the options taken as additional course to compulsory courses in particular semester.
Examination	Any formal written, spoken or practical timed and supervised assessment(s) (Continuous Assessment and Semester Examination).

Examination Cheating	Possession of, using, giving, receiving or copying unauthorized materials during and /or after a test, examination, assignment, quizzes, project, research report or collaborating with another candidate to commit examination irregularity. It also includes any kind of dishonesty, destruction, falsification or any evidence of examination irregularity.
Examination Irregularity	Any act or conduct prohibited or failure to abide by general or specific examination regulation(s).
Examination Venue	Any area that the Senate has approved to be used for conducting examinations of any form.
Final Examination Results	Refer to results which combines the first and/or second semesters` examinations` results approved by the Senate.
Incomplete Examination Results	Examination results with unfinished component of assessment.
Invigilation	Refers to the action of monitoring candidates while they are taking an examination to make sure that they have everything they need; they keep to the rules and all regulations regarding the given examinations.
Invigilator	Refers to a person monitoring candidate while they are sitting for examination(s) to make sure that they have everything they need, they keep to

the rules and all regulations regarding the given examination(s).

Maximum Period of Registration

The maximum time (years) of which a student will stay at the University pursuing his/her programme (i.e. three years for full-time and four years for part-time postgraduate candidate; four years for full-time and five years for part-time Master's degree candidate; and six years for full-time and eight years for part-time PhD candidate).

Oral Examination

A test in which examiners pose question(s) in spoken form and the answers must be in spoken form.

Pending Issue

An issue of which a decision is not yet made by the given authority.

Plagiarism

Refers to an act of copying another person's ideas, words or work and pretend that they are your own; this includes lifting, stealing, illegally use, bootlegging of work, passing off of the words or ideas of someone else as his/her without proper acknowledgement or crediting of original source or use of academic work that constitute breach of copyright.

Postponement of Examinations

Adjourn examinations to a later date with the approval of the authority and it is abbreviated as PEX.

Postponement of Studies

Adjourn studies to a later date with the approval of the authority and it is abbreviated as 'POS'

Pre-requisite Course	An essential course of a programme which must be completed before proceeding to the next semester or level.
Programme	The totality of courses offered towards the award of certificate to the candidate.
Provisional Examination Results	Examination results which have not yet been approved by the Senate. They express the temporary score(s) of the formal written, spoken or practical test(s) and examination(s) in the University done at the end of the given academic semester. These results are arranged for the present time only and are likely to be changed in the future by the Senate.
Registration	An official record that qualifies a particular student as eligible and legitimate student of the University.
Semester	The time period in which a particular learning takes place in the University. One Semester consists of seventeen (17) weeks of which fifteen (15) weeks are set for tuition and two (2) weeks are for examinations.
Semester Examination	An examination administered as first sitting at the end of a Semester or at the end of a taught course as stipulated in these Regulations.
Semester Grade Point Average	Refers to the summation of the product of all credit modules and grade point scored by a student divided by the total number of credits

taken by a student during a Semester.

Senate

The overall principal decision making organ in respect of all academic matters of the University and it is responsible for the academic work of the University both in teaching, research and consultancy.

Special Examination

An examination administered to a candidate as the first sitting parallel to Supplementary Examinations after failing to sit for Semester examination with genuine reason(s); and it is awarded the marks equivalent to Semester examination.

Student

Any person registered for any programme of study conducted by the University.

**Supplementary
Examination**

An examination administered to a candidate after failing the first sitting in the Semester examination or special examination after fulfilling all required conditions for that sitting and awarded a maximum of grade B.

**Termination
Studies of**

An official record that refers to a particular student who has stopped his/her studies intentionally/unintentionally before completing the final year at the University. It is abbreviated as TOS.

**Unauthorized
Material**

Any form of prohibited written or printed material(s) which is/are not allowed into the examination venues including but not limited to

written papers, books, notes, annotated materials, cellular or mobile phone, radios, radio cassette or other type of players, computer, iPod, smart pen, smart watch, smart spectacle, earphones, recording apparatus, programmable calculator, calculator with unauthorized written material, written handkerchief, DVD, VCD, soft or alcoholic drinks, annotated documents which one knows, believes, suspects or reasonably ought to have known, believed or suspected that the same could be used to assist him/her cheating in the examination and any other material as may be specified from time to time by the DVC Academic, Research and Consultancy.

Postgraduate	Refers to a University or College student who is studying for his/her Postgraduate Diploma, Masters or PhD.
University	Mbeya University of Science and Technology.
Valid/genuine Reason	Means any reason that may be accepted such as medical ground(s), acquired consent or officially granted permission by the University.
Withheld Results	Results which have been retained/not been released due to various reasons.

9.1.2 Eligibility for Examinations

9.1.2.1A candidate shall be allowed to sit for examination if he/she is dressed in a decent manner as stipulated in Student's by Laws.

9.1.2.2A candidate shall be allowed to sit for any Semester Examination (SE) if he/she has registered and paid all prescribed fees by the University.

- 9.1.2.3A candidate shall sit for Semester Examination in a given course(s) if he/she has attained at least 75% of attendance in a course(s) delivery.
- 9.1.2.4A candidate shall be allowed to sit for Semester Examination if he/she has completed course assessment in all required courses.
- 9.1.2.5A candidate shall sit for supplementary examination(s) in the failed course(s) provided that the overall GPA is 2.7 or above. Supplementary Examination shall be held before commencement of the next academic year.
- 9.1.2.6The highest mark awarded in the supplementary examination(s) shall be minimum passing grade i.e. Grade 'B'. This will be used in the calculation of Overall GPA.

9.2 SPECIFIC EXAMINATION REGULATIONS

9.2.1 Course Assessment Criteria

- 9.2.1.1 Student performance shall be assessed continuously throughout the course. Such Continuous Assessment shall include at least two-timed test under examination conditions and homework exercises in a specific semester. The weight of such Continuous Assessment in every course shall be 40% and Semester Examination shall be 60%, unless otherwise stated as stipulated in the curriculum for a given course.
- 9.2.1.2 Continuous Assessment shall be open to students before sitting for the Semester Examination through Students Information Management System (SIMS) and the signed printout from the facilitator shall be submitted to the respective Head of Department at least two weeks before commencement of semester examinations.

9.2.1.3A candidate who for genuine reason(s) has not completed continuous assessment in a course(s) shall be awarded an “Incomplete” Continuous Assessment (ICA). Such a student shall be required to sit for special continuous assessment(s) in a given semester before commencement of semester examination.

9.2.1.4It shall be the duty of the concerned instructor to inform the students at the beginning of the semester on the procedures of assessment for the respective course.

9.2.1.5All courses shall be examined or otherwise assessed at the end of each semester and the results shall count in determining successful completion of studies.

9.2.1.6Determination of overall GPA for pass or fail status of the candidate shall be done at the end of each academic year by the concerned authority.

9.2.2 Examination Setting, Moderation and Marking

9.2.2.1The examination process shall involve setters, moderators and markers.

9.2.2.2The criteria, procedure to appoint setters, moderators and markers together with their roles are stipulated in separate document (Examination Setting, Moderation and Marking).

9.2.2.3All examinations which are set must be moderated as per moderation procedures and the moderation report(s) shall be submitted to the Head of Department.

9.2.3 Conduct of Semester Examinations

9.2.3.1Draft Timetable for semester examinations shall be available and accessible in University Website, Notice Board and SIMS in four

weeks before the commencement of the semester examinations.

9.2.3.2 Final Timetable for semester examinations shall be available and accessible in University Website, Notice Board and SIMS in two weeks before the commencement of the semester examinations.

9.2.3.3 It shall be the duty of the candidate to consult the concerned Department's Examination Coordinator for changes of Draft Examinations Timetable in not more than one week after the release of Draft Examinations Timetable.

9.2.3.4 No candidate shall enter into the examination room unless he/she has produced his/her Student Identity Card and Examination Card for inspection by the Invigilator before entering to the examination room.

9.2.3.5 No candidate shall be admitted to the examination room after 30 minutes have elapsed since examination commencement.

9.2.3.6 No student shall be allowed to leave the examination room 30 minutes before the end of examination.

9.2.3.7 A student who is unable to continue doing the examination may be allowed to leave the examination room 30 minutes after the commencement of the examination. Such student shall neither be allowed to return into the examination room nor leave with the question paper or answer booklets.

9.2.3.8 Without prejudice Article 9.2.3.6, a candidate who finishes an examination before the finishing time may be allowed to leave the examination room provided that 30 minutes have elapsed since the commencement of the examination.

9.2.3.9 A candidate may leave the examination room temporarily for five

minutes; only with the permission of the Invigilator after filling the Examination Short-call Form. In any such situation, the Invigilator will satisfy him/herself that the candidate does not carry with him/her any unauthorized material.

9.2.3.10 A candidate allowed to leave the examination room temporarily will be accompanied by an examination attendant designated by the Invigilator while outside the examination room.

9.2.3.11 A candidate shall not bring any book, paper or written information or other unauthorized materials before entering into the examination room. A candidate who is suspected of hiding unauthorized material shall be asked by the Invigilator to surrender the material and if necessary, shall be subjected to a body search. Refusing to surrender the suspected materials or body search is tantamount to misconduct and will result to denial of examination room entry.

9.2.3.12 A candidate sitting for Semester Examination or Test shall be guilty of an irregularity if:

- (i) He/she possess any unauthorized materials such as written or printed document or memorandum, notes, sketch, map, diagram, any inadmissible electronic/non electronic equipment or article in the examination room;
- (ii) He/she helps or tries to help or tries to obtain help from another candidate or communicates or tries to communicate with any other person other than an Invigilator when the examination or test has begun;
- (iii) He/she causes disturbance in the examination venue, or acts in an improper or unseemly manner and refuses to comply after a warning issued by an Invigilator to cease such disturbance,

improper conduct, or destroys what would have been evidence of such conduct.

9.2.3.13 While an examination is in progress the following shall be observed:

- (i) A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity;
- (ii) When a candidate needs any assistance; he/she may attract the attention of the Invigilator by raising his/her hand.

9.2.3.14 No candidate shall be allowed to borrow or lend any tools/equipment (e.g. calculator, pen, pencil, rubber, ruler, drawing instruments) from another candidate or asking the Invigilator to borrow or lend on behalf thereof in the examination room.

9.2.3.15 No candidate shall be allowed to take outside of examination room any used or unused answer booklet(s)/question paper(s).

9.2.3.16 A candidate shall not in any way interfere with the stapling of the answer booklets. Any complaints about the answer booklet should be brought to the attention of the Invigilator.

9.2.3.17 No candidate shall be allowed to possess and use programmable calculators or calculators with facilities for storing and retrieving text; smart watch, smart pen, portable computers, electronic organizers, mobile phones and other electronic devices capable of communicating directly with similar nature.

9.2.3.18 Any candidate found with unauthorized material(s) or device(s) in the examination room shall be deemed guilty of examination irregularity. The found unauthorized materials or devices shall be

immediately confiscated by the Invigilator and the University will be under no obligation to issue the candidate with a replacement of unauthorized material(s) or device(s).

9.2.3.19 All rough work shall be done at the back of the answer booklet(s) and must be cancelled showing not being part of the solutions/answers.

9.2.3.20 No candidate is allowed to write anything on the question paper(s). Any written information on the question paper will be treated as an unauthorized material(s).

9.2.3.21 Provision for examination offence(s) and penalty (ies) stipulated in these regulations shall apply to any student found guilty of any offence(s).

9.2.4 Supervision and Invigilation of Examinations

9.2.4.1 The Principal who shall also be the Chief Invigilator shall appoint a Supervisor for each examination session.

9.2.4.2 For each examination, there shall be the Supervisor and Invigilator appointed by the Principal of the College as the case may be, in consultations with Heads of Departments or other appropriate authority.

9.2.4.3 The Invigilator must report at the examination venue at least half an hour before the commencement of the examination.

9.2.4.4 The Supervisor and the Invigilator shall be responsible in ensuring that no candidate is allowed to enter into the examination room with unauthorized material.

9.2.4.5 The Invigilator shall allow candidates to enter in the examination room half an hour to time.

9.2.4.6 When candidates are seated, the Invigilator shall make sure that:

- (i) Candidates are in possession of the correct paper;
- (ii) Candidates read carefully the instruction on the examination paper; and
- (iii) Candidates commence examination on the specified time.

9.2.4.7 The Invigilator shall not allow any candidate who reports half an hour late to sit for examination after the commencement of the examination.

9.2.4.8 When the examination is in progress; the Invigilator shall mark the attendance list, check the Student ID Card and Examination ID Card and note every instance of absence. In so doing, the Invigilator shall satisfy him/herself that the student is qualified to do the semester examination.

9.2.4.9 The Supervisor/Invigilator may permit a candidate to leave the examination room temporarily for only five (5) minutes on genuine reason(s). The given Invigilator must designate another Invigilator/examination attendant to accompany the candidate. In such a case the Invigilator shall keep records of candidate(s) who leave the examination room temporarily.

9.2.4.10 The Supervisor/Invigilator shall move around the examination room(s) as often as he/she deems necessary.

9.2.4.11 The Supervisor/Invigilator shall not engage himself/herself in any activity other than invigilation during the examination.

9.2.4.12 The Supervisor/Invigilator shall announce to candidates at reasonable intervals (e.g. one hour gone, half an hour left, etc.) the time available to them from time to time and eventually must announce for examination stoppage.

9.2.4.13 On stoppage of examination, the Invigilator shall instruct candidates to leave the answer booklets appropriately labelled and question papers on their tables, collect answer booklets and instruct candidates to leave the examination room.

9.2.4.14 The Invigilator shall count all answer booklets against the attendance list, for submission to the Head of Department or any authorized person. It shall be the responsibility of the Head of Department to verify the booklets. The supervisor/Invigilator shall also return all unused answer booklets, question papers and other materials to the Head of Department Office.

9.2.4.15 The Supervisor/Invigilator shall fill and submit Irregularity Report Form on each examination to the Examinations Officer and copied to the Head of Department who will eventually report to the appropriate authority.

9.2.4.16 The examination irregularity report from relevant authority shall be forwarded to the University Senate. Based on its review, the Senate may nullify the results of that examination and discontinue the candidate; or if proved otherwise, the candidate shall be reinstated accordingly.

9.2.4.17 If a candidate is suspected of an examination irregularity, the following procedures shall be followed:

- (i) The Invigilator shall approach the candidate immediately after suspicion/discovery;

- (ii) The Invigilator shall collect all unauthorized materials;
- (iii) The Invigilator shall require a candidate to sign on the Invigilator's Examination Irregularity Form of the issue (collected material(s), time and place);
- (iv) The Invigilator shall require other nearby Invigilator(s) to sign as witnesses of the offence made by the given candidate;
- (v) The Invigilator shall allow the candidate to proceed with examination but his/her all results will be withheld pending to decision of concerned University Authority.

9.2.4.18 In case of failure or refusal to sign on the Invigilator's Examination Irregularity Report, the suspected candidate's action shall be deemed a contempt of the University Authority, and shall mean accepting or causing commotion in the examination room, which is tantamount to violation of examination regulations and this shall lead to discontinuation from studies.

9.2.4.19 The Invigilator shall be assisted by Video Assistant Invigilator (VAI) whose information are legally and legitimately acceptable for any examination proceeding.

9.2.4.20 The Invigilator shall adhere to all provisions as stipulated in these Examination Regulations.

9.2.5 Absence from Examinations

9.2.5.1 A candidate who for genuine reason(s) has not completed Semester Examination(s) in a course(s) shall apply for and be awarded PEX status. Such a student shall be eligible to sit for special semester

examination(s) as the first attempt in a given semester during supplementary examination session.

9.2.5.2 In case a candidate has incomplete in SE and has supplementary examinations, he/she will be allowed to sit for special Semester Examination as well as the supplementary examinations. However, results of supplementary examinations shall not be considered unless the GPA amounts 2.7 or above after considering firstly the results of Special Examination(s).

9.2.5.3 In case, a candidate's results do not amount to the GPA of 2.7 after considering firstly special examination(s) results; his/her supplementary examination(s) shall not be considered and the candidate shall be automatically discontinued from studies.

9.2.5.4 A candidate who falls sick during the examination period shall inform his/ her Head of Department immediately with assistance of Invigilator and report to the University Health Centre.

- (i) If this leads to inability to sit for some or all courses, a certified medical report from the MUST Medical Officer In-charge shall be forwarded to his/her Head of Department not more than two days after the incidence.
- (ii) A candidate found to have cheated and/or forged Medical Report during Semester Examination shall be deemed guilty of examination irregularities; and shall have absconded the given examination(s).

9.2.6 Releasing of Examination Results

9.2.6.1 The provisional semester examination results shall be released through SIMS after three weeks from the last date of the semester

examination.

9.2.6.2 The provisional special and supplementary examination results will be released after two weeks from the last date of the examination.

9.2.6.3 Postgraduate Studies, Research and Publications Committee shall release the Provisional Examination Results after recommending them to the Senate.

9.2.7 Conditions for Proceeding to Next Level

9.2.7.1 A candidate shall proceed in the following academic year of study after attaining a minimum overall GPA of **3.0** or above in the given academic year of assessment with a minimum total of 120 course credits.

9.2.7.2 A candidate who fails to pass in any course assessed by continuous assessment only shall carry over once the failed course(s) in the subsequent academic year provided that his/her overall GPA of 2.7 is attained.

9.2.7.3 A candidate who fails to pass in any course after sitting for supplementary examination(s); shall carry over the failed course(s) once in the subsequent academic year during the Regular Semester Examination Session provided that, his/her overall GPA of 2.7 is attained.

9.2.7.4 In case, a candidate's results do not amount to the GPA of 2.7 after sitting for supplementary examination(s) shall be automatically discontinued from studies.

9.2.7.5 A candidate who fails to pass in any course after sitting once for carry over; shall be discontinued from studies in the given

academic year.

9.2.7.6 The highest mark awarded in the carry over(s) shall be minimum passing grade i.e. Grade 'B' and this will be used in the calculation of overall GPA.

9.2.7.7 A candidate whose overall GPA is less than 2.7 in the first sitting of the academic year shall be discontinued from studies in the given academic year of assessment.

9.3 EXAMINATION IRREGULARITIES AND PENALTIES

9.3.1 Discontinuation

9.3.1.1 A candidate who is found engaging himself/herself in smoking, eating or drinking of beverages or doing other acts that may cause nuisance in the examination room; shall be deemed guilty of irregularity, stopped from continuing with the given examination and eventually discontinued from studies.

9.3.1.2 A candidate found borrowing or lending any tools/equipment (e.g. calculator, pen, pencil, rubber, ruler, drawing instruments) from another candidate without asking permission from the Invigilator in the examination room; shall be discontinued from studies.

9.3.1.3 A candidate found late 30 minutes after examination commencement shall be deemed guilty of examination irregularity and shall be discontinued from studies.

9.3.1.4 A candidate found leaving examination room before 30 minutes after commencement of examination; shall be deemed guilty of examination irregularity and shall be discontinued from studies.

9.3.1.5 A candidate who intentionally absent him/herself from attempting

any scheduled examination without genuine reason(s) shall be treated as absconded and eventually discontinued from studies.

9.3.1.6A candidate found cheating and/or forging medical report of his/her absence during semester examinations shall be deemed guilty of examination irregularities; and shall have absconded the given examination(s) and eventually discontinued from studies.

9.3.1.7Any candidate found with possession or access of unauthorized materials as assistance in his/her examination shall be deemed guilty of examination irregularities; and shall have failed the whole examination and eventually discontinued from studies.

9.3.1.8A candidate talking or communicating or making an arrangement to another candidate or any person for assistance during the examination session; inside or outside the examination room without the permission of an Invigilator shall be deemed guilty of examination irregularities; and shall have failed the whole examination and eventually discontinued from studies.

9.3.1.9A candidate found copying or indulging in copying or giving another candidate answer book/question paper for copying with the intention of assistance shall be deemed guilty of examination irregularities; and shall have failed the whole examination and eventually discontinued from studies.

9.3.1.10A candidate found writing on any other piece of paper, parts of the body or anywhere, a question set in the paper or anything connected with a question set the paper or solution thereof shall be deemed guilty of examination irregularities; and shall have failed the whole examination and eventually discontinued from studies.

9.3.1.11A candidate found passing/receiving or attempting to pass on or receive, a copy of question set in the paper or question paper itself or a part thereof or a solution of a question paper, during the examination session shall be deemed guilty of examination irregularities; and shall have failed the whole examination and eventually discontinued from studies.

9.3.1.12A candidate found Possessing of solution to a question set to the paper in collusion with any member of supervisory or any other staff or some outside agency shall be deemed guilty of examination irregularities; and shall have failed the whole examination and eventually discontinued from studies.

9.3.1.13A candidate found smuggling in the answer book or taking out or arranging to send out an answer book or continuation sheet, during or after the examination with or without the help or collusion of any person connected with the examination room or of any agency within or outside examination room shall be deemed guilty of examination irregularities; and shall have failed the whole examination and eventually discontinued from studies.

9.3.1.14A candidate found writing outside the examination room an answer book or continuation sheet for a candidate, which the letter smuggles into the examination room or to replace the answer book of the candidate after the examination shall be deemed guilty of examination irregularities; and shall have failed the whole examination and eventually discontinued from studies.

9.3.1.15A candidate found showing misconduct or misbehaving towards the Invigilator or any member of the supervisory staff shall be deemed guilty of examination irregularities; and shall have failed the whole examination and eventually discontinued from studies.

- 9.3.1.16A candidate found impersonating another candidate shall be deemed committed irregularities and thereof shall be discontinued from studies, also that person may be reported to the Police Force.
- 9.3.1.17A candidate for whom the impersonation was attempted shall be expelled from the University and discontinued from studies.
- 9.3.1.18A candidate obtaining admission/forging ID for the examination on the false representation made by a candidate himself/herself shall be deemed guilty of examination irregularities; declared ineligible for the given examination and discontinued from studies and may be reported to the Police Force.
- 9.3.1.19A candidate forging another person's signature on a student's examination registration form or using a forged document knowing it to be forged and with a view to seeking admission or other authentication shall be deemed guilty of examination irregularities; declared ineligible for the given examination and discontinued from studies and may be reported to the Police Force.
- 9.3.1.20A candidate leaving the examination room without delivering the answer book to the concerned Invigilator and taking away answer book with him/her or internationally tearing off or otherwise disposing off his/her answer book or any part thereof or the continuation sheet or part thereof inside or outside the examination room shall be deemed guilty of examination irregularities; and shall have failed the whole examination and eventually discontinued from studies.

- 9.3.1.21A candidate approaching or influencing directly or indirectly a member of the University staff regarding his/her cheating case; shall be deemed guilty of examination irregularities; and shall have failed the whole examination and eventually discontinued from studies.
- 9.3.1.22A candidate swallowing or attempting to swallow a note or paper or snatching or cause disappearance or destroy any unauthorized material; shall be deemed guilty of examination irregularities; and shall have failed whole examination and eventually discontinued from studies.
- 9.3.1.23A candidate attacking physically or verbally the Invigilator or any member of supervisory staff; shall be deemed guilty of examination irregularities; and shall have failed the whole examination and eventually discontinued from studies.
- 9.3.1.24A candidate found cheating and/or forging Medical Report during Semester Examination shall be deemed guilty of examination irregularities; and shall have absconded the given examination(s) and eventually discontinued from studies.
- 9.3.1.25 A candidate found communicating or attempting to communicate directly or indirectly through a relative, guardian or friend with an examiner for the purpose of influencing him/her on award of marks; shall be deemed guilty of examination irregularities; and the given examination results shall be nullified and eventually discontinued from studies.

9.4 APPEAL

9.4.1 Appealing Procedures

9.4.1.1 A student who is not satisfied with his/her Examination Results or decision shall appeal in writing using an Appeal Form, and submit within a period not exceeding fourteen (14) days from the date of released Provisional Examination Results. The Appeal Form will be accepted after the student has paid the prescribed appeal fee and submit it through the following address:

Deputy Vice Chancellor (Academics, Research and
Consultancy)

Mbeya University of Science and Technology,

P.O. Box 131, MBEYA.

9.4.1.2 A request for an appeal hearing shall be accompanied by non-refundable fee, prescribed by the University, for a course (s) or for any other academic ground(s) of appeal made to the University. Such a fee(s) shall be revised from time to time.

9.4.1.3 Time frame for appeal hearing shall be set to facilitate speedy and prompt hearing as per procedure, so as to ensure that study progression from one level to another is not interfered.

9.4.1.4 The Senate Appeals Committee shall, on the basis of the laid down guidelines and procedures, hear the appeal, investigate, discuss and make recommendations accordingly.

9.4.1.5 In case of the necessity for re-marking, the Principal shall appoint a suitable expert(s) in the relevant course to be a third marker. Third marker shall re-mark the respective script(s) using the same marking scheme used by the Internal and External Examiners.

9.4.1.6 Marks from the third marker shall be tabled before the College Board on behalf of Senate Appeals Committee for provisional approval before the final approval by the Senate.

9.4.1.7 The decision made by the Senate shall be final.

9.4.1.8 All appeals should follow the procedures outlined in the Examination Regulations. No appeal will be considered where:

9.4.1.9 The candidate appeals for re-marking but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the Internal Examiner;

9.4.1.10 It arises for the first time issues concerning the supervision, teaching or coursework assessment. Such matters should only be considered if they have been raised by the student promptly and in writing, at the time they first arose; and

9.4.1.11 A student alleges illness or other factors although he/she had an opportunity to postpone studies or examinations(s) but voluntarily opted not to take that opportunity.

9.5 PLAGIARISM

9.5.1 Plagiarism Cases

9.5.1.1 A candidate shall be deemed to have committed plagiarism if:

- (i) He/she has fabricated or falsified results/data;
- (ii) He/she has submitted the same, or substantially the same work more than once at the same or another institution;
- (iii) He/she has submitted or presented the work of another person as his or her own;
- (iv) He/she has submitted false records, information or documents;
- (v) He/she has omitted due acknowledgement of the work of another person;

(vi) There is collusion i.e. when two or more candidates collaborate to produce the same work submitted by each, without prior formal permission for such collaboration;

(vii) He/she has used, by payment or otherwise, a third party to produce Research Project report or any assignment write-up in whole or in part.

9.5.1.2 All plagiarisms stated in 6.3.1 and 6.3.2 shall be checked and certified by the mandated supervisor, examiner, Head of Department or mandated member of responsible committees.

9.5.1.3 All cases of alleged plagiarism shall be reported to the DVC ARC who shall refer to Director of Undergraduate Studies for investigation.

9.5.1.4 The minimum tolerable level for plagiarism of published and unpublished work including but not limited to Thesis /Dissertation, Papers and Reports, assignments, research or project proposal shall be 30%.

9.5.1.5 A candidate found guilty in plagiarizing any assignment, research or project proposal, research or project report or part thereof shall be discontinued from studies.

9.6 AWARD OF ACADEMIC CERTIFICATES AND TRANSCRIPTS

9.6.1 Grading System, Award Classification and Computation of GPA

a) Grading System

Grades and Grade Points for each course shall be assigned with

reference to ranges of scores as indicated below:

Score Range	Grade	Grade Points	Definition of Grade
70-100	A	5	Excellent
60-69	B+	4	Very good
50-59	B	3	Good

b) Classification of Awards

- i) The GPA for final Degree or Diploma shall be computed from credits and grades classified as indicated below:

Class of Award	Cumulative GPA
First Class	4.4 – 5.0
Upper Second-Class	3.5 – 4.3
Lower Second Class	2.7 – 3.4

c) Computation of GPA

- (i) Overall GPA shall be computed from the summation of all products for course credits and grade points divide to the summation of all course credits for the two semesters in a particular academic year.

$$\text{Overall GPA} = \frac{\text{Sum of } (P \times C)}{\text{Sum of } C}$$

- (ii) Cumulative GPA shall be the combined GPA of all academic years of studies computed from the summation of all products for course credits and grade points divide to the summation of all course credits.

Where;

P: Grade points assigned to a letter grade scored by the student in a given course

C: Number of credits associated with the course.

9.6.2 Conditions for Awards

9.6.2.1A student shall be deemed eligible for the award of Academic Transcript and Certificate of Graduation, if there is evidence that a student has completed and passed all courses for the award and has fulfilled all terms and conditions established by the University.

9.7 REPLACEMENT OF ACADEMIC TRANSCRIPTS AND CERTIFICATES

9.7.1 Procedures for Replacement of Academic Transcripts and Certificates

9.7.1.1 In occurrence of loss, partly or complete destruction of the original certificates/transcript or copy thereof, the University may be responsible to issue a certified copy of certificate based on the following conditions:

- (i) Producing the evidence of the loss from the Police Force;
- (ii) Producing evidence of the public announcement from the Government Gazette;
- (iii) Producing a sworn Affidavit.

9.7.1.2 The Certificate shall not be issued until a period of 12 months has elapsed from the date of such a loss.

9.7.1.3 The Transcript shall not be issued until a period of one month has elapsed from the date of such a loss.

9.7.1.4 The Certificate and Transcript shall be replaced by paying a non-refundable fee as approved by the Council. The fees are subject to review from time to time as deemed necessary.

9.8 REVIEW OF POSTGRADUATE EXAMINATION REGULATIONS

These Postgraduate Examination Regulations are subject to review from time to time as need arises.