



GENERAL GUIDELINES AND REGULATIONS FOR POSTGRADUATE STUDIES

REVISED EDITION

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PREFACE

The University of Arusha (UoA) is a Seventh-day Adventist institution of higher learning guided by the philosophy of *Wholistic Education* - the balanced development of the spiritual, intellectual, physical, and social dimensions of life. Since its establishment in 1970, the University has grown from a ministerial training center into a fully accredited institution offering a wide range of academic programmes that integrate faith, knowledge, and service.

These Guidelines and Regulations for Postgraduate Studies provide a framework for the effective management, coordination, and quality assurance of postgraduate education at UoA. They outline the principles, policies, and procedures governing admission, supervision, assessment, and award of postgraduate qualifications.

The University continues to expand its postgraduate portfolio to address contemporary academic and professional needs. The Postgraduate Diploma in Education (PGDE) equips graduates with pedagogical knowledge and practical teaching competence essential for professional practice in the education sector. Likewise, the Master's in Management and Leadership develops visionary, ethical, and transformative leaders capable of driving organizational growth and social change in a dynamic world.

Through these programmes, UoA reaffirms its commitment to producing competent scholars and professionals who embody excellence, integrity, and service to God and humanity.

Msafiri Allen, PhD
Director of Research and Postgraduate Studies

LIST OF ABBREVIATIONS AND ACRONYMS

DRPS	Director of Research and Postgraduate Studies
DVC-A	Deputy Vice Chancellor Academics
ERB	Ethics Review Board
GPA	Grade Point Average
PGDE	Postgraduate Diploma in Education
PhD	Doctor of Philosophy
TCU	Tanzania Commission for Universities
UoA	University of Arusha
UQF	University Qualification Framework
VC	Vice Chancellor

1.0 INTRODUCTION

The University of Arusha (UoA) is a chartered and fully accredited Seventh-day Adventist institution of higher learning dedicated to academic excellence, moral integrity, and service. In fulfilling its mission to develop competent and ethical professionals, the University offers a Postgraduate Diploma in Education (PGDE) and a Master's degree programme (Master of Arts in Educational Management and Leadership) that equip learners with advanced knowledge and practical skills for professional growth.

The Postgraduate Diploma in Education is designed for individuals with non-education backgrounds seeking professional teaching qualifications. It is a one-year full-time programme. The Master's degree programme aims to enhance research, analytical, and leadership capabilities, and it is a two-year full-time programme.

Through a faith-based and learner-centered approach, the University of Arusha continues to produce graduates who are academically competent, ethically grounded, and dedicated to community and national development.

1.1 Definitions

In these guidelines, unless the context explicitly dictates a different interpretation

“Department”	means the department to which the postgraduate student is registered.
“Freezing of studies”	means stopping studies for a specified period of time, where the period will not count into the student's registration period.
“Plagiarism”	The act of using another person's words, ideas, or work without proper acknowledgment or citation, thereby presenting them as one's own. It is a serious academic offense.
“Postponement”	Refers to the approved deferment of studies for a specified period, typically one semester or an entire academic year, during which the duration is counted within the student's overall registration period.

“SENATE”	means the senate of the University as established by the charter
“Dissertation”	A detailed and original research project submitted by a student at the postgraduate level as part of the requirements for an academic degree.
“University”	Means the University of Arusha
“Supervisor”	A senior academic scholar assigned to guide, mentor, and oversee a student’s research work, such as a dissertation or thesis, ensuring the rigor, quality, and integrity of the academic output.

2.0 GENERAL GUIDELINES AND REGULATIONS

2.1 Admission and Registration Arrangements for the Postgraduate Diploma in Education

2.1.1 Registration Procedures

2.1.1.1 Admitted applicants shall be registered as full-time students.

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

- (a) Originals and certified copies of relevant transcripts and certificates;
- (b) Two stamp-sized photographs (colored with a blue background);
- (c) Evidence that the University fees have been paid; and
- (d) Evidence of release from employer (if employed).

2.1.1.3 Admitted applicants shall be registered by the names appearing on their certificates. Change of names should follow the required legal procedures.

2.1.1.4 Admitted applicants shall be required to register at the beginning of the first year of their studies using forms which shall be prescribed from time to time.

2.1.1.5 Students shall renew their registration at the beginning of every semester by submitting duly filled-in forms which shall be prescribed from time to time, and after paying the required fees.

2.1.1.6 Failure to renew registration shall constitute automatic discontinuation from studies.

2.1.1.7 Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme to which

transfer is being sought and a vacancy exists in that programme.

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

2.1.1.9 No students shall be registered prior to payment of fees.

2.1.1.10 The deadline for registration shall strictly adhere to the University's approved academic almanac and calendar, with a maximum of two (2) weeks for the first semester and one (1) week for subsequent semesters.

2.1.1.11 Applicants who submit their applications for a postgraduate programme after completing their final year of undergraduate study and who are eligible for graduation shall be granted provisional admission.

2.2 Postgraduate Diploma

The Postgraduate Diploma in Education (PGDE) equips graduates from non-education fields with essential teaching, leadership, technological, and entrepreneurial skills. It integrates theory and practice in pedagogy, curriculum design, educational psychology, and instructional technology to develop competent, ethical, and innovative educators ready to excel in classrooms, leadership roles, or self-employment within the education sector.

2.2.1 Entry Requirements for Postgraduate Diploma in Education (PGDE)

For admission to the Postgraduate Diploma in Education (PGDE), the applicant must have completed a bachelor's degree from a recognized university/institution or Advanced Diploma in any field with an average of "C" or a minimum GPA of 2.0.

2.2.2 Entry Arrangement

For admission into the Postgraduate Diploma in Education, the applicant must have completed a bachelor's degree from a recognized University/Institution.

The programme will target candidates with a bachelor's degree from a recognized university/institution, but with no teaching qualification or those already working in the education sector who want to expand their knowledge and skills in teaching. Only applicants who meet the full academic requirements of the University and express willingness to comply with its policies and regulations are considered for admission.

3.1 Duration and Structure for Postgraduate Diploma Programme

3.1.1 Postgraduate diploma programmes will be offered in full-time learning modes.

3.2.3 Postgraduate diploma programme shall run for a minimum of one year full-time, structured in two-semester modules. Assessment shall include lectures, examinations, assignments, and teaching practicums, forming the student's coursework.

3.2.4 The maximum duration for a Postgraduate Diploma shall be three years for full-time students

3.2.5 A postgraduate diploma is awarded after a candidate has completed all the modules/semesters with a minimum of 132 credits (66 credits in each semester). A candidate failing to complete the programme within the specified duration without compelling reasons shall be discontinued from studies.

4.0 Delivery Mode

The Postgraduate Diploma in Education (PGDE) is delivered on a full-time, face-to-face basis. The programme includes lectures, tutorials, assignments, and teaching practicums as stipulated in the postgraduate diploma curriculum, ensuring a comprehensive blend of theoretical knowledge and practical teaching experience.

4.1 Coursework Evaluation

The assessment model for the Postgraduate Diploma programme shall follow the approved curriculum, the implementation of which involves modules assigned to lecturers based on expertise, who deliver content, monitor progress, and assess students through lectures, tutorials, independent studies, and practicals. The Graduate Studies Director oversees delivery, while feedback from peer and student evaluations, conducted by the Directorate of Quality Assurance, ensures teaching quality, module relevance, and supports the programme's effective implementation and review.

5.0 Master's programme

The Master of Arts in Educational Management and Leadership is designed to prepare education professionals for advanced roles such as heads of schools, deputy heads, supervisors, and education administrators. The program combines theory and practice in leadership, governance, policy, planning, and educational innovation, emphasizing ethical decision-making, research, and the use of technology. It aims to develop competent, visionary, and ethical leaders capable of managing institutions effectively, fostering innovation, and improving teaching and learning through strategic leadership and professional excellence.

5.1 Entry Requirements for Master's Programme

To be admitted to the Master's Degree Programme, a candidate must meet the following minimum requirements:

1. Holds a Bachelor's Degree (UQF level 8) in Education from the University of Arusha or any other Accredited University with a minimum GPA of 2.7 or B grade OR
2. Holds a Postgraduate Diploma in Education from the University of Arusha or any accredited institution of higher learning with a minimum GPA of 3.0 or B grade OR
3. A professional training qualification with additional relevant training, evidence of research capability and relevant working experience.

5.2 Entry Arrangement for Master's Programme

The Master of Arts in Educational Management and Leadership will target the following candidates:

1. Those already working in the education sector who want to expand their knowledge and skills in management and leadership;
2. Those looking for a career path that draws on both their analytical capabilities and interests.

If there are more qualified applicants than can be admitted to the program, applicants will be selected based on merit, as determined by their GPA at the bachelor's degree level. If several applicants have exactly the same GPA, work experience will then be considered. Applicants with more work experience will be given priority. Applicants need to be prepared to provide certification of their work experience in addition to certificates of their academic degrees for the selection process.

5.2.1 Duration and Structure for Master's Programme

5.2.2 Master of Arts in Educational Management and Leadership will be offered in full-time learning modes.

5.2.3 The Master of Arts in Educational Management and Leadership programme shall run for a minimum period of two years on a full-time basis, structured into four semester modules. Assessment shall include lectures, examinations, assignments, observations, projects, portfolios, self and peer evaluations, performance-based assessments, dissertation writing, and teaching practical assessment, all forming the student's coursework.

5.2.4 The maximum duration for a Master's programme shall be four years for full-time students

5.2.5 A Master of Arts in Educational Management and Leadership programme is awarded after a candidate has completed all the modules/semesters with a minimum of 180 credits (45 credits in each semester). A candidate failing to complete the programme within the specified duration without compelling reasons shall be discontinued from studies.

5.3 Delivery Mode

The Master of Arts in Educational Management and Leadership is delivered on campus on a full-time basis. The programme comprises lectures, seminars, assignments, independent studies, research, and practical training as outlined in the Master's curriculum, ensuring a well-rounded integration of theoretical knowledge and practical leadership experience.

5.4 Coursework Evaluation

The assessment model for the Master of Arts in Educational Management and Leadership shall follow the guidelines outlined in the Master of Arts in Educational Management and Leadership curriculum.

6.1 Coursework and Research Criteria

6.1.1 A candidate pursuing a Master's programme shall undertake coursework for one year followed by a dissertation phase of one year. Candidates who are unable to complete the dissertation within the prescribed period may be granted an extension of up to two years, thereby extending the maximum duration of the programme to four years.

6.1.2 Students shall be registered for a Master's degree by coursework and research leading to a dissertation. The programme entails a minimum of 180 credits.

6.1.3 The coursework and dissertation shall account for 120 and 60 credits respectively.

6.1.4 Monitoring of progress and performance in coursework and research shall involve timed examinations, assignments, practical reports and at least three referred seminars. Moreover, monitoring of progress and performance of students shall involve submission of progress reports at an interval of six months.

6.1.5 A candidate is required to make at least three (3) seminar presentations: the first during the topic selection stage, the second during the proposal development stage, and the third during the research findings stage, prior to the submission of the dissertation.

7.0. GUIDELINES FOR THE SUPERVISOR AND STUDENT

In the dissertation supervision process, both the supervisor and the student have specific responsibilities to ensure compliance with UoA standards and the production of high-quality research. The key responsibilities of each party are as follows:

7.1 GUIDELINES FOR THE SUPERVISOR

The Supervisor is the agent of the University of Arusha with the following general duties and responsibilities:

Supervisor Responsibilities	Details
1. Informing obligations	Clearly communicate the student's responsibilities regarding research conduct in line with UoA Research Policy and other relevant policies.
2. Accessibility	Be reasonably available for consultations regarding academic progress and research matters. Meetings should typically be held once a month, with a minimum of three times per academic term.
3. Supervision During Absence	Arrange, with Graduate School Director approval, supervision coverage during leave or extended absence. If absent >2 months, an acting supervisor should be appointed in consultation with the student.
4. Standards and Requirements	Ensure the student understands the University, School, and program requirements and the standards expected for the dissertation.
5. Funding and Scholarly Development	Assist in identifying external funding opportunities, meeting deadlines, and engaging in scholarly activities such as conference presentations and publications.
6. Stage-Specific Supervision	Provide guidance at each dissertation stage: a. Proposal: Help select a suitable topic and research approach. b. Research: Guide research design, address challenges, support data interpretation, and ensure project completion. c. Writing: Review drafts critically, provide feedback, and assist in integrating revisions. d. Publication: Collaborate with the student to prepare and submit an article to the University journal or a reputable journal prior to the oral defense, and ensure that the article link is submitted to the Research Director before the final defense. e. Final Editing: Ensure the final draft meets standards for submission. f. Oral Defense: Advise on exam preparation and assist with implementing recommended changes in consultation with the committee Chair.
7. Supervision Load	A supervisor should not oversee more than seven (7) students at a time to ensure adequate guidance and support.
8. Monitoring Progress	Monitor the student's progress through periodic reports and consultations: <ul style="list-style-type: none">• Request oral and written reports every two months, which may include draft

	sections.
	<ul style="list-style-type: none"> • Conduct weekly consultations to discuss progress and address emerging issues. • Ensure the project adheres to the UoA Research Format.
9. Dissertation Readiness	Ensure all committee members have reviewed the final draft and agreed it is ready for oral defense. Propose examining committee members to the Director of Research and Postgraduate Studies. Submit the dissertation to the committee at least three weeks before the defense.
10. Academic Integrity	Maintain academic integrity and professionalism, fostering a mature, objective supervisory relationship. Sexual or gender harassment is strictly prohibited.
11. Handling Unsatisfactory Supervision	Follow program and Faculty procedures if the supervisory relationship becomes unsatisfactory for any reason.
12. Research Integrity	Ensure, as far as practicable, the academic integrity of primary research data and that interpretations adhere to ethical academic standards.

7.1.2 GUIDELINE FOR THE STUDENT

Student Responsibilities	Details
1. Research Conduct	Conduct research in accordance with UoA Research Policy and other relevant regulations, maintaining high standards of academic integrity
2. Progress Reporting	Submit periodic oral and written reports (at least every two months) on research progress. Draft sections of the dissertation may be included.
3. Consultation	Attend regular meetings with the supervisor to discuss progress, challenges, and next steps, typically once a week.
4. Adherence to Standards	Ensure research follows University, School, and program requirements, including the prescribed UoA Research Format.
5. Seminar Presentations	Make at least three seminar presentations: <ul style="list-style-type: none"> • During topic selection • During proposal development • During research findings stage, before dissertation submission
6. Coursework and Assignments	Complete all lectures, seminars, assignments, independent studies, and practical training as required by the program.

7. Publication	Collaborate with the supervisor to prepare and submit an article to the University journal or a reputable journal prior to oral defense, and submit the article link to the Research Director.
8. Dissertation Preparation	Complete the dissertation on schedule, incorporating supervisor feedback, and submit it for review by the examining committee.
9. Oral Defense Preparation	Prepare for the oral defense, respond to examiners' questions, and implement any recommended revisions in consultation with the supervisor.
10. Academic Integrity	Uphold ethical standards in all research, writing, and academic conduct. Avoid plagiarism, data falsification, or any form of misconduct.

8.0 Postgraduate Student Transfer

Since the University currently offers only one Master's programme conducted on a full-time, face-to-face basis, no transfer between modes of study shall be permitted, as no alternative mode of delivery exists. However, students may transfer between the University of Arusha and another accredited institution, provided that both universities mutually agree to the transfer, the student's academic interests are safeguarded, and the transfer is subject to the approval of the Tanzania Commission for Universities (TCU).

9.0 ASSESSMENT DETAILS

9.1 Program Assessment Strategy

The programme assessment will include formative assessments for ongoing feedback, summative assessments for overall evaluation, practical assessments of teaching skills, and peer- and self-assessments to encourage reflective practice. Innovative assessment methods for the theoretical and practical aspects of the programme will include observations, projects, portfolios, self- and peer assessments, performance-based assessments, and examinations. Technology will be integrated to enhance and support learning and assessment. For grading, a five-point grading scale will be employed in the final grading, as provided below:

9.1.1 Grading scale in PGDE's Program of the University of Arusha

The grading system for the Postgraduate Diploma in Education (PGDE) shall be as follows:

Marks (%)	70-100	60-69	50-59	40-49	0-39
Letter Grade	A	B+	B	C	D
Grade Point	4.5-5.0	4.0-4.4	3.0-3.9	2.0-2.9	0-1.9
Remarks	Excellent	Very Good	Good	Satisfactory	Weak

9.1.2 Examination Regulations

- a. There shall be a regular final examination at the end of every semester.
- b. Regular examinations shall also include Supplementary examinations.
- c. Instructors responsible for each course shall set examination questions and prepare a marking guide within the last four (4) weeks of each semester or as otherwise approved by the University Senate.
- d. A student shall be allowed to sit for the university examination provided that he or she has completed the requirements of coursework for the respective course/module.
- e. No student shall be allowed to take the final examination without having completed the mandatory semester fees and continuous assessment.

9.3. Examination Moderation, Practical Assessment

- a. Examinations shall be moderated by Internal Examiners.
- b. Lecturers shall include the following documents for examination: final examination, special/supplementary examination, course outline, and marking scheme.
- c. Subsequently, the panel of Internal Examiners shall moderate examination papers. Internal Examiners' comments, if any, shall be incorporated by the course instructor/lecturer.
- d. External Examiners shall also be engaged for moderation exercises.
- e. The Lecturer shall thereafter submit the moderated examination papers to the Chief Examination Officer for further processing and safe custody.
- f. The Dean of the School/Faculty who are Chief Internal Examiner, shall ensure that the above process is strictly adhered to.
- g. All moderated exams must be stamped as proof of moderation.
- h. The regulation with respect to the appointment and remuneration of external examiners is outlined in the University's policies. The external examiners are high ranking academic staff who are presumed to be conversant with the general aims and objectives of the curriculum and TCU regulations and guidelines governing assessment and moderation of examinations.

9.4 CONDITIONS FOR CONTINUATION AND DISCONTINUATION

9.4.1 Conditions for Continuation

The PGDE programme is for one year. If a student obtains a grade of C in a course she/he is required to take a supplementary exam. If a student fails in the supplementary exam, she/he is required to repeat the course.

******A candidate is eligible for graduation upon successful completion of 132 credit hours.

*****The standard minimum year of study is one year from the time of enrolment

*****The standard maximum year of study is three years from the time of enrolment

9.4.2 Conditions for Discontinuation

A student shall be discontinued from proceeding with his or her studies on the following grounds;

- (i) Committing examination offenses, including:
 - a. Communicating in the examination room without having obtained permission from the invigilator.
 - b. Failing to follow lawful instructions by the invigilator.
 - c. Physically assaulting or insulting an invigilator or any university official involved in the conduct of the examination.
 - d. Exchanging answers with another candidate/ student during the examination.
 - e. Bringing unauthorized materials into the examination hall, and
 - f. Students shall also be discontinued if they commit any other disciplinary
 - g. actions liable to such penalty, as defined by the university bylaws
- (ii) **Failure to meet academic requirements.**
 - a. Candidates who failed 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).
 - b. Candidates who failed to attain a GPA of at least 2.7 shall be discontinued from studies.
 - c. A candidate who failed to obtain a GPA of 3.0 or above after the supplementary shall be discontinued from studies.

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

Minimum requirements

To be awarded a degree, the student should meet the cumulative total minimum number of course credits for the degree program. The cumulative total minimum credit for the one-year PGDE programme is 132 credits.

- a. Coursework shall account for 50% of the final assessment.
- b. The pass mark for the coursework shall be 25/50.
- c. The pass mark for the final exam shall be 25/50.

10.0 ASSESSMENT DETAILS FOR MASTER PROGRAMME

10.1 Program Assessment Strategy

A robust assessment strategy will be used to measure the achievement of programme objectives and the learning outcomes in line with the professional standards to support the students in becoming skillful and competent managers and leaders in the educational enterprise. The programme assessment methods will incorporate a variety of assessment methods, as well as the integration of innovative assessment strategies.

The programme assessment will include formative assessments for ongoing feedback, summative assessments for overall evaluation, practical assessments for managerial skills, and peer- and self-assessments to encourage reflective practice. Innovative assessment methods for the theoretical and practical aspects of the programme will include observations, projects, portfolios, self- and peer assessments, performance-based assessments, and examinations. Technology will be integrated to enhance and support learning and assessment. For grading, a five-point grading scale will be employed in the final grading, as provided below:

10.2 Grading scale in the Master's Program of the University of Arusha

The grading system for the Master's program shall be as follows:

Marks (%)	70-100	60-69	50-59	40-49	0-39
Letter Grade	A	B+	B	C	D
Grade Point	4.5-5.0	4.0-4.4	3.0-3.9	2.0-2.9	0-1.9
Remarks	Excellent	Very Good	Good	Satisfactory	Weak

10.2.1 Examination Regulations

- a. There shall be a regular final examination at the end of every semester.
- b. Regular examinations shall also include Supplementary examinations.

- c. Instructors responsible for each course shall set examination questions and prepare marking guide within the last four (4) weeks of each semester or as otherwise approved by the University Senate.
- d. A student shall be allowed to sit for the university examination provided that he or she has completed the requirements of coursework for the respective course/module.
- e. No student shall be allowed to take the final examination without having completed the mandatory semester fees and continuous assessment.

10.2.2 Examination Moderation, Practical Assessment

- a. Examinations shall be moderated by Internal Examiners.
- b. Lecturers shall include the following documents for examination: final examination, special/supplementary examination, course outline, and marking scheme.
- c. Subsequently, the panel of Internal Examiners shall moderate examination papers. Internal Examiners' comments, if any, shall be incorporated by the course instructor/lecturer.
- d. External Examiners shall also be engaged for moderation exercises.
- e. The Lecturer shall thereafter submit the moderated examination papers to the Chief Examination Officer for further processing and safe custody.
- f. The Dean of the School/Faculty who are Chief Internal Examiner, shall ensure that the above process is strictly adhered to.
- g. All moderated exams must be stamped as proof of moderation.
- h. The regulation with respect to the appointment and remuneration of external examiners are outlined in the University's policies. The external examiners are high-ranking academic staff who are presumed to be conversant with the general aims and objectives of the curriculum and TCU regulations and guidelines governing assessment and moderation of examinations.

11.0 Conditions for Continuation and Discontinuation

11.1 Conditions for Continuation

The master's programme is for two years. If a student obtains a grade of C in a course she/he is required to take a supplementary exam. If a student fails in the supplementary exam, she/he is required to repeat the course.

******A candidate is eligible for graduation upon successful completion of 180 credit hours.

*****The standard minimum year of study is two years from the time of enrolment

*The standard maximum year of study is five years from the time of enrolment.

11.2 Conditions for Discontinuation

A student shall be discontinued from proceeding with his or her studies on the following grounds;

A. Committing examination offenses, including:

- i. Communicating in the examination room without having obtained permission from the invigilator.
- ii. Failing to follow lawful instructions by the invigilator.
- iii. Physically assaulting or insulting an invigilator or any university official involved in the conduct of the examination.
- iv. Exchanging answers with another candidate/ student during the examination.
- v. Bringing unauthorized materials into the examination hall, and
- vi. Students shall also be discontinued if they commit any other disciplinary actions liable to such penalty, as defined by the university bylaws

B. Failure to meet academic requirements.

- a. Candidates who failed 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).
- b. Candidates who failed to attain a GPA of at least 2.7 shall be discontinued from studies.
- c. A candidate who failed to obtain a GPA of 3.0 or above after supplementary shall be discontinued from studies.

12.0 Weight of Each Component in the Final Assessment of the Programme Minimum Requirements

To be awarded a degree, the student should meet the cumulative total minimum number of course credits for the degree program. The cumulative total minimum credit for the two-year Master of Arts in Educational Management and Leadership programme is 180 credits.

- a. Coursework shall account for 50% of the final assessment.
- b. The pass mark for the coursework shall be 25/50.
- c. The pass mark for the final exam shall be 25/50.

13.0 Referred Seminar Evaluation

- 13.1 At an appropriate stage as specified by the master's degree, candidates shall be required to present a referred seminar(s). These include research proposals and results-based seminars. The seminars shall ascertain competence in research methodology, analytical skills, and compliance with applicable instruments, among other things.
- 13.1.2 A panel of up to two (2) examiners and one (1) discussant shall assess the seminar presentation and assign a grade using the prescribed form. A report of the seminar shall then be prepared and submitted to the Directorate of Research and Postgraduate Studies (DRPS).
- 13.1.3 The Director of Research and Postgraduate Studies, in consultation with the School Dean, shall be responsible for organizing seminars and appointing a panel comprising at least two (2) examiners and one (1) discussant.
- 13.1.4 Panel members for the research presentation shall be selected to include senior scholars with a Master's or PhD degree who are sufficiently qualified and experienced in the candidate's research area or a related field.
- 13.1.5 Candidates scoring an average of less than a B grade shall be regarded as having failed and shall be required to present the same for a maximum of two additional times.
- 13.1.6 Candidates failing after three attempts on the same concept note/proposal/paper shall be discontinued from studies.
- 13.1.7 A Master's candidate who successfully attains a minimum of 120 credits and, for compelling reasons, fails to continue may be awarded a Postgraduate Diploma upon approval by the SENATE.
- 13.1.8 A candidate enrolled in a Master's degree programme shall be required to present three refereed seminars: the first at the topic selection stage, the second during the proposal development stage, and the third at the research findings stage, prior to submitting the dissertation for examination.

14.0 Dissertation Process

- 14.1.1 **Candidates** pursuing a master's degree programme and who have qualified to continue with research after the coursework part shall be required to submit a dissertation report in partial fulfillment of the postgraduate requirements, after the specified period.
- 14.1.2 Candidates are encouraged to access research guidelines and regulations applicable to the preparation and presentation of the dissertation report through the university website.
- 14.1.3 Each candidate shall present his/her referred seminar to be attended by both staff and students.
- 14.1.4 Based on the report of the panel, the DRPS in consultation with the Graduate Studies committee) may decline to approve the proposal/findings or recommend revision if:
- a. In its opinion, it is unsuitable in its contents;
 - b. The conditions under which the candidate proposes to work are unsatisfactory;
 - c. The proposed work is a repetition of known research/project work;
 - d. The budget is unrealistic or prohibitive, and the time to undertake research will be longer than allowed.
- 14.1.5 Candidates who fail to present their research proposals/findings within six months without compelling reasons shall be discontinued from studies.
- 14.1.6 The candidate shall submit the improved proposal, accompanied by the supervisor(s) verification report to the DRPS for approval within one month after the initial presentation. After approval, the candidate shall proceed towards data collection.
- 14.1.7 Candidates who fail to submit the improved proposal accompanied by the supervisors' verification report within one month with compelling reasons shall be required to apply for extension.
- 14.1.8 A candidate who fails to submit the improved proposal without compelling reasons shall be discontinued from studies.
- 14.1.9 A candidate shall be required to submit his/her dissertation for examination within the time specified by the SENATE

- 14.1.10 The dissertation submitted shall be examined by one external examiner recommended by the Graduate Studies committee and approved by the SENATE.
- 14.1.11 There shall be an oral final examination of the dissertation/thesis to a panel of at least three (3) examiners, including an external examiner or his/her representative. The oral examination proceeding shall follow the procedures similar to those of the viva voce examination. The oral examination panel shall be as follows:
- a. Chairperson who shall be a senior academician with a PhD;
 - b. External examiner (or his/her representative);
 - c. Director of Research and Postgraduate Studies;
 - d. The student Supervisor.
- 14.1.12 The duration of the oral final examination shall not exceed ninety minutes, arranged in the following order:
- a. Maximum of 20 minutes of an oral presentation;
 - b. Maximum of 45 minutes of questions and answers; and
 - c. Maximum of 25 minutes of deliberations.
- 14.1.13 A candidate for a master's degree by coursework and dissertation shall be required to produce at least one (1) research paper manuscript based on his/her research results. The manuscript must be submitted to and accepted by a peer-reviewed journal recognized by the University.
- 14.1.15 The candidate's dissertation/thesis shall be awarded marks and graded according to the GPA system.
- 14.1.16 Candidates who fail to complete their dissertation papers within the specified period may apply for extension of registration to the SENATE through the DRPS by filling the specified form.
- 14.1.17 The maximum duration of the registration period (including extensions) shall not exceed four years for full-time students. The candidate shall be required to pay such amount as prescribed by the University from time to time. This amount shall be paid within a week after the extension approval by the director of research and postgraduate studies.
- 14.1.18 A student who fails to complete the Master's programme within the maximum specified period without compelling reasons shall be discontinued from studies.

15.0 STRUCTURE, TYPES AND FORMATS OF DISSERTATIONS FOR MASTER'S DEGREE PROGRAMMES

15.1.1 A Master's student shall prepare their research as a monograph, a structured, single-author scholarly work.

15.1.2 In a monograph format, the whole dissertation research paper shall be written as a single text in a minimum of five chapters. This is the traditional format where the whole dissertation is written as a single text, usually in five chapters: introduction, literature review, methodology (materials and methods), results (results and discussion), and conclusion (summary, conclusion, and recommendations). Detailed guidelines for monograph-type dissertations are provided in the University Guidelines for Writing Concept Notes, Proposals, and Dissertations.

15.1.3 A research paper/manuscript shall consist of a title, author's particulars and affiliations, abstract, keywords, introduction, materials and methods, results and discussion, conclusion, recommendations, and references.

15.1.4 A candidate pursuing a Master's degree by coursework and dissertation shall be required to produce at least one (1) research paper manuscript based on his or her research findings. The manuscript must be submitted to the University Journal or to a peer-reviewed journal recognized by the University. Candidates are encouraged to publish jointly with their supervisors and must submit the link or proof of journal article submission to the Director of Research and Postgraduate Studies (DRPS)

15.1.5 The candidate's dissertation/thesis shall be awarded marks and graded according to the GPA system.

15.1.6 Candidates who fail to complete their dissertation research papers within the specified period may apply for extension of registration to the SENATE through the DRPS by filling the specified form.

15.1.7 The maximum duration of the registration period, including extensions, shall not exceed **four years for face-to-face full-time Master's students**. The candidate is required to pay the fee prescribed by the University, which must be settled within **one week** of extension approval by the Director of Research and Postgraduate Studies.

15.1.8 A student who fails to complete the Master's programme within the maximum specified period without compelling reasons shall be discontinued from studies.

16.0 Publishable Manuscripts Format

16.1 Dissertation/thesis in publishable manuscript (manuscript-within-thesis) format shall consist of chapters in the form of publishable papers.

16.1.1 Such dissertations/theses shall comply with the following requirements:

- a. Shall consist of a title, abstract, introduction, methods, results, or results and discussion, conclusions, and recommendations, and references.
- b. Shall have common sections consisting of an extended abstract, an introduction, and a conclusion. These sections shall contain the overall theme of the dissertation, description of the commonality of the concepts across the manuscripts, and the overall implications of the findings.
- c. The format and writing style of the individual manuscript shall be determined by the targeted journal.

17.0 DISSERTATION PROCESS OVERVIEW

Steps	Details
Choosing a topic	Should read widely, talk informally with professors and friends, and experiment with multiple ideas before settling on one
Choosing an advisor	The committee advisor should be knowledgeable on the topic, interested in the research, and willing to serve. The student may write 1-2 pages about the envisioned research to share with potential candidates for advisor, and make sure they can work well together.
Topic request	Student develops a topic request with a proposed research advisor and committee. This document is 5-10 pages long and details the scope of the study, methodology, and evidence that it will contribute new knowledge to the field. The structure of the topic request may differ depending on methodology; work with your advisor. Topic request shall be presented to the Graduate Studies Committee for approval.
Administrative Committee approval (for research done at/about UoA)	If the study is about UoA or if data from UoA is required, permission must be obtained from AdCom. This is true for class-based research, faculty research, and projects/theses/dissertations. The need for AdCom approval will be determined at topic approval. Work with your advisor to make a request to AdCom if needed.
Writing phase	Once the approval phase is accomplished, the student works chapter by chapter, first with the advisor, then with the other members of the committee, as directed by the advisor. Once approved and formatted or edited, it is wise to submit two or three chapters to the editor so that mistakes are corrected early, before they become habits.
Ethics Review Board (ERB) approval (empirical research)	All empirical research done by UoA faculty, as part of an academic program at UoA, or on behalf of UoA, must be reviewed by the ERB. If it will not include human subjects, a waiver may be requested. The application is made after the committee's consensus that the document is ready for proposal approval. ERB approval must be secured before data is collected. If changes are made to the design, an amendment must be filed.
Proposal	<p>All research requires a proposal approval, but the form is different for empirical and documentary research. The committee will meet to agree when a study is ready for proposal approval. The student presents and the committee asks questions (the public is not invited).</p> <p>Empirical: The proposal consists of the complete first three chapters of the thesis/dissertation. Permission to collect data is given by the advisor and methodologist after the proposal approval, once the instruments are perfected. At least a week is allowed for the Dean to read the document presented.</p>
Editing	The advisor must approve all work that goes to the editor, and both the student and the advisor must sign the checklist that must accompany it. As each chapter is completed and approved by the

advisor, it should also be read by the editor. A date for the defense is not fixed until the work has been fully edited.

Pre-defense steps

The graduate committee will meet when the work is nearing its conclusion to discuss its readiness for defense and possible external examiners. Once fully edited, the defense date can be set. The paper goes to all the examiners. In the case of a dissertation, this includes the external examiner, who is given 3 weeks to read it and prepare for the defense

Defense

At the defense, the completed work is presented to the defense committee/ the graduate committee (the public may be invited to witness this event). Examiners ask questions and usually suggest revisions. Minor revisions are supervised by the advisor; major revisions require the entire committee to review the document

Editing/copying/binding/
electronic
submission

The advisor indicates when the work should be sent to the editor for the final check, but does not sign the approval sheet until editorial approval is gained. The dean signs last, and this signature indicates approval for copying and binding, and electronic submission.

18.0 APPENDICES

18.1 Appendix 1



ETHICS REVIEW APPLICATION

It is the policy of the University of Arusha (UoA) that all necessary precautions must be taken when researching to ensure that no harm is done to participants in the study and that the interests of research participants are protected. The purpose of the Ethics Review Board (ERB) is to provide an independent check to ensure that these principles are observed by UoA faculty and students engaged in research. UoA requires its faculty and students to obtain ERB approval before embarking on data collection from human subjects.

It is not the purpose, nor is it the responsibility, of the ERB to guide ethical research procedures outside of those provided in this application form and the UoA Research Ethics Guidelines. The ERB will only approve studies that meet the required ethical standards; approval for research that does not meet these standards will be denied. Neither is it the purpose nor responsibility of the ERB to address issues of feasibility, methodology, or empirical soundness of research studies. That is the purview of the student's research committee and/or the departmental committee in the case of faculty researchers. The ERB will concern itself solely with the ethicality of proposed research studies, and ERB decisions should not be construed as an evaluation of the academic quality of the research design. Application guidelines and the required accompanying documentation to be submitted with the application are indicated on the following pages.

Applicant/Principal

Researcher:

Title

of

Research:

Research Advisor: _____ **Methodologist:** _____

Application for (Check
appropriately):

**Permission to submit Ethics Review
Application:**

Research Advisor (signature) _____

Approval: _____ Exemption*: _____ Date _____

(*Note: Study does not involve data collection from human subjects.)

Checklist for Submission

<input type="checkbox"/>	Summary of research	<input type="checkbox"/>	Full proposal/project document
<input type="checkbox"/>	Research instruments	<input type="checkbox"/>	Consent forms
<input type="checkbox"/>	Other materials (specify): _____		

FOR ERB USE ONLY

Research Approval/Exemption Granted _____ **Denied** _____

ERB Chair

ERB Action Number

Date

ERB Application Guidelines:

1. The completed ethics review application form must reach the Chair of the ERB as early as possible AFTER proposal or project approval by the research committee. The ERB will meet biweekly, and only those applications received at least 7 days prior to the date of the meeting will be assured of processing. Applications submitted less than 7 days prior to the date of the meeting may be addressed at the discretion of the ERB committee members. However, the ERB is under no obligation to make exceptions to the 7-day rule.
2. ERB approval is only valid for the documentation that has been submitted and considered at the time a decision is reached. If changes are made to research methodology or research instruments – no matter how minor – ERB approval must be requested again. Prior ERB approval for earlier versions of documentation must not be construed to apply to the newer unreview version. For this reason, ERB approval should be sought as one of the final steps in preparing to undertake a research study.
3. If the researcher is a student, the application must be submitted through the advisor. The advisor will provide assurance that the student has followed relevant ethical procedures before submission and that ethical concerns raised by the ERB will be addressed.
4. Chairs of dissertation/thesis committees will be responsible for ensuring that

proposals and data collection instruments are forwarded at the appropriate time to the ERB for processing and approval.

5. The completed application form (in hard copy or electronic copy) must be accompanied by *electronic copies* of all the supporting documentation, including:
6. A one-page summary of the research describing the basic premise of the study (an abstract will suffice), and how this research study specifically addresses the six criteria listed at the end of this application form upon which the ERB will base its decision.
7. The full proposal or project document. This is requested only for the sake of cross-referencing in case something in the one-page summary is unclear, or if the applicant responded to the six criteria by referencing page numbers in the full document where each criterion is addressed.
8. All research instruments to be used in the study, such as survey questionnaires or sample questions.
9. Consent forms (if used), and any applicable translations.
10. The ERB will only process ethics review applications related to theses, dissertations, projects, and papers for publication or presentation in academic or professional forums.
11. ERB applications with incomplete or unclear information will be returned unprocessed and assigned a status of “Pending,” rather than “Granted” or “Denied.” The ERB committee will provide feedback as to which criteria were insufficiently addressed. Applications that are severely deficient in reference to the evaluation criteria will simply be assigned a “Denied” status with no further feedback from the ERB committee. Applications assigned a “Pending” status may be resubmitted for the next ERB meeting; additional meetings beyond the regular schedule will not be convened simply for the sake of reviewing a “Pending” application that has been updated.
12. If data collection is being done for the exclusive purpose of fulfilling class requirements, the professor/class instructor will be responsible for overseeing and enforcing adherence to ethical practices. However, the same principles and standards of acceptable practice will apply.
13. ERB approval is required for all activities that include primary data collection involving human subjects. In addition, the following will also be subject to assessment and approval by the ERB:
 - i. Studies involving sensitive documentary sources (church, state, statutory bodies, etc.)
 - ii. Studies involving personal information related to individuals, living or deceased, whose disclosure may adversely impact the safety/welfare of individuals or groups

The ERB will base its approval on evidence in the proposal, data collection instruments and other supporting documents that:

- 1. Informed consent has been/will be secured before launching the study*
 - 2. Possible risk of physical or mental harm is minimal or completely avoided*
 - 3. Appropriate measures have been taken to ensure confidentiality*
 - 4. Data collected is related to the research questions and no data is collected that has no bearing on the research*
 - 5. Research participants are assured that they may withdraw at any time without prejudice or penalty*
 - 6. Results from the study will be reported in aggregate whenever possible; if not possible, measures will be taken to ensure that the anonymity of the source(s) is guaranteed.*
-

18.2 Appendix

UNIVERSITY OF ARUSHA DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES REQUEST FOR APPROVAL OF DISSERTATION TOPIC/ SUPERVISOR

Date _____

Name _____ Degree _____

I _____ **(Insert your name)** would like to request approval of one of the following topics (In order of Preference) for my dissertation.

1. _____

2. _____

3. _____

I suggest one of the following to be my dissertation supervisor:

1. _____

2. _____

I know that requirement for writing research proposal is successful completion of all course work.

Yours sincerely,

Student's Signature and Name:

Phone Number: _____ Email Address: _____

Approved by:

Director of Research and Postgraduate Studies

Name _____ Signature and Date _____

References.

1. https://www.aiias.edu/wp-content/uploads/2016/04/2014_06_AIIAS-Research-Standards-and-Writing-Manual.pdf
2. https://ueab-research.vercel.app/team?utm_source
3. https://www.udsm.ac.tz/web/index.php/offices/dvc-research/office-of-deputy-vice-chancellor-research?utm_source
4. <https://www.mocu.ac.tz/wp-content/uploads/2024/01/Guidelines-and-Regulations-for-Postgraduate-Studies-2023.pdf>