

# **SOKOINE UNIVERSITY OF AGRICULTURE**



## **REGULATIONS AND GUIDELINES FOR HIGHER DEGREES**

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## FOREWORD

Sokoine University of Agriculture (SUA) was initially established by Act No.6 of 1984 (later amended by Act No. 14 of 1984) by elevating the former Faculty of Agriculture, Forestry and Veterinary Medicine of the University of Dar es Salaam to a full-fledged University of Agriculture. The University Act No. 6 of 1984 was repealed in 2005 when the Universities Act came into force. Following the enactment of the Universities Act, SUA was granted its Charter on 31<sup>st</sup> December 2006. The Charter came into force in 2007, the year to which it is referred.

The University has four campuses namely the Main campus, Solomon Mahlangu, Olmotonyi and Mazumbai. The Main campus is located in Morogoro town on the foot-hills of the scenic Uluguru Mountains about 200 km from Dar es Salaam along the Tanzania - Zambia highway.

Graduate studies which started in the 1970's, have been an important component of the University's activities. The first PhD was awarded by the Faculty of Agriculture in 1972. Gradually the number of postgraduate students at SUA has been growing from about 50 in 1980's to about 200 in the late 1990's and 461 in 2018. Although most of them are Tanzanians, the University postgraduate student body has included from time to time, students from within and outside Africa on full time basis.

The University offers Postgraduate Diploma and Master Degree programmes in a wide range of agriculture and allied disciplines as shown in appendix 1. PhD programmes are offered in all Colleges and school in their respective disciplines and other areas of specialization.

Regulations and guidelines for higher degrees at SUA were first approved by the University Council on 8<sup>th</sup> December 1994. In order to meet new demands and challenges these regulations and guidelines were revised and approved by the University Council on 29<sup>th</sup> March 2000. They were revised again to incorporate minor changes pertaining to guidelines for freezing studies as approved by the 128<sup>th</sup> Senate meeting held on 3<sup>rd</sup> September 2004.

The 4<sup>th</sup> Edition was approved by Senate at its 175<sup>th</sup> meeting held on 19<sup>th</sup> March 2010 and by the University Council at its 115<sup>th</sup> meeting held on 30<sup>th</sup> June 2010. It consisted of major revisions to the third edition which included introduction of new regulations and guidelines for Postgraduate diploma and new degree programmes. It introduced guidelines and regulations for Master's programmes by research only, Master's programmes by course work only, PhD studies by Course work and research, and Post-Doctoral studies. In respect to dissertation/thesis presentation and submission, the 4<sup>th</sup> edition put emphasis on the requirement for candidates to produce scientific publications. Consequently, an option for an alternative format for dissertation/thesis presentation in form of a number of articles combined with synthesis introduction and conclusion was introduced. The edition included as well, guidelines for postponement of studies and for deregistration.

The 5<sup>th</sup> edition introduced amendments to section G of the 4<sup>th</sup> edition on preparation of Dissertations/theses. The section was amended to include a subsection for guidelines on acts of plagiarism. The amendment was approved by Senate at its 187<sup>th</sup> Meeting held on 20<sup>th</sup> June 2011 and by the University Council at its 120<sup>th</sup> Meeting held on 30<sup>th</sup> June 2011. Besides minor changes of typographical nature, all other regulations and guidelines remained as they were in the 4<sup>th</sup> Edition.



The 6<sup>th</sup> edition introduced amendments to revise and align postgraduate degree curricula to the University Qualification Framework (UQF) of Tanzania Commission for Universities. The amendments introduced semester system with a semester having at least 60 credits, a new credit system where one credit is equal to 10 notional hours, Requirement for manuscripts in “accepted” status in SUA recognized journals for master and PhD degrees by research and thesis prior to award of degrees, Oral defence for master degree students, Two independent SUA examiners of dissertation/thesis and Award of postgraduate diploma for master’ degree students failing research component of their study. The UQF also led to the removal of supervisors as examiners of their supervisees and changes of “master degree by course work only” to master degree by coursework and internship (i.e. Professional master degree).

The 6<sup>th</sup> edition has accommodated changes caused by the University Restructuring which led to emergency of new names of academic units (i.e. Directorate of Postgraduate Studies, Research, Technology Transfer and Consultancy, School and College) and new names of heads of academic units (Dean and Principal for school and college, respectively). Moreover, as a result of the University restructuring, some responsibilities related to postgraduate studies have been delegated to lower academic units. This edition has further addressed challenges encountered in the implementation of the 5<sup>th</sup> edition of the Regulations and Guidelines for Higher Degrees. These include introduction of Intellectual property management for student innovations, Establishment of acceptable level of plagiarism, Second probation (third attempt) examination for master and PhD by coursework and research degree programmes, Examination of dissertation/thesis using either soft bound or electronic pdf/editable copies,

Layout of chapters in dissertation/thesis prepared in published papers and publishable manuscript formats, Commencement of research proposal development in the first semester for master students and PhD by coursework and research.

The amendments to the 5<sup>th</sup> edition has also removed re-take of courses in case students fail examination during the first attempt for PhD by coursework and research. This edition has introduced definitions of “Major revision” and “Outright fail” in the dissertation/thesis examination form, Mark sheet with scores in all sections of the dissertation/thesis, Degree classification based on GPA, Appeal against discontinuation to be applied within two months from Senate decision and to be done only twice within a maximum of one year from the date of discontinuation, Introduction of payment of University fees in four instalments and a penalty of 10% of the total annual fee for students failing to pay the first instalment of the fee, and discontinuation for students failing to pay a complete fee at the end of each academic year. College/School/Directorate Postgraduate Studies Committee to check unbound copies of thesis/dissertation for compliance to approved standards and approve error free copies of the thesis/dissertation, students to upload their error free thesis/dissertation is SUAIR, and provide evidence to College/School/Directorate Postgraduate Studies Committee and Senate Postgraduate Studies Committee, College/School/Directorate Academic Committee to approve applications for extension of registration, postponement of studies, freezing studies and deregistration from studies.

The 6<sup>th</sup> edition has introduced amendments from lessons learnt during a workshop on “Quality supervision of postgraduate students in East African universities” held in April 2018 and organized by the Inter-University Council of East Africa

(IUCEA), and Draft Standards and Guidelines for Postgraduate Studies in East Africa presented by a taskforce of IUCEA. Briefly, these amendments include introduction of new sections namely Academic misconducts, contractual engagement of supervisors for postgraduate students, and handling of students' complaints and appeals.

The 6<sup>th</sup> edition was approved by Senate at its 251<sup>st</sup> Meeting held on 24<sup>th</sup> September 2018 and by the University Council at its 152<sup>th</sup> Meeting held on 27<sup>th</sup> September 2018.

For further enquiries about postgraduate studies at SUA, please contact the Director for Postgraduate Studies, Research, Technology Transfer and Consultancy (DPRTC) at the following addresses:

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Prof. Raphael. T. Chibunda  
Vice Chancellor

# INTRODUCTION

Postgraduate studies at SUA comprise of Postgraduate Diplomas, Master's and PhD degrees and Postdoctoral studies designed to develop mastery in skills and subject matter specialization in the disciplines of choice. Standard duration for Postgraduate studies ranges from 12 months for Postgraduate Diplomas, 18 to 24 months for Masters and Postdoctoral studies and 36 to 48 months for PhD degrees. Options exist for coursework and research, research and thesis and coursework and internship for Masters, and for coursework and research, and research and thesis for PhD degrees. Postdoctoral studies are by research only, or a combination of research and teaching. Registration modality for Postgraduate Diplomas, Master's and PhD degrees may be full time or part time as specified under subsequent sections. Part time studies can also be undertaken in the form of evening programmes established in some disciplines.

## A. POSTGRADUATE DIPLOMAS

These are designed to be career development programmes that impart postgraduate education for advanced theoretical and practical knowledge/skills for candidates wishing to pursue careers other than research. The programmes are aimed at improving the career prospects, including self-employment and to enhance individual professional, personal and vocational growth of university graduates to become professionals in specific disciplines. The programmes are also expected to enable bridging the gap and improving the position of graduates in pursuing further studies in disciplines that may be slightly different from their foundation degrees, as may be guided by the regulations for higher degrees.

## **1.0 Minimum Admission Qualifications**

- 1.1. A candidate for admission to the Postgraduate Diploma of Sokoine University of Agriculture shall hold a bachelor degree from a recognized institution of higher learning, deemed to be equivalent to at least a pass degree of Sokoine University of Agriculture. Such qualification shall be in a subject or subjects relevant to the intended Postgraduate Diploma.
- 1.2. Candidates whose first degree is considered deficient in relation to the degree programme being applied for may be required to take remedial undergraduate courses in addition to the minimum postgraduate requirements. Such courses shall be examined and candidates shall be required to pass the courses upon which separate certificates of attendance shall be provided.

## **2.0 Structure and Duration of Postgraduate Diploma**

Postgraduate diploma programmes will be offered in modules spread into two semesters. The maximum duration shall be 12 months for full time students and 24 months for part time students.

## **3.0 Admission and Registration Arrangements**

- 3.1 Applications for admission into postgraduate diploma shall be approved by the College/School/Directorate Academic Committee.
- 3.2 No applications for admissions of postgraduate shall be considered after the commencement of the academic year. Candidates for postgraduate programmes shall normally be registered in the

beginning of each semester. Late registration may be considered as may be guided by the University Senate.

- 3.3 University fee shall be paid in four instalments (i.e. every three months) and students failing to pay the fee at least the first instalment shall attract a penalty of 10% of the total annual fee and be discontinued if they fail to pay a complete fee at the end of each academic year.
- 3.4 No students shall be registered prior to payment of fees or without submission of a letter of commitment from their sponsors. The deadline for registration shall be on Friday of the fourth week of the first semester of the academic year. There shall be an orientation day for all postgraduate diploma students after their registration.

#### **4.0 Coursework Evaluation**

- 4.1 Candidates registered for postgraduate diploma shall do coursework examinations following assessment procedures as shall be specified in each curriculum. The coursework shall consist of a minimum of 60 credits per semester and a minimum total of 120 credits per academic year [*One credit = 10 notional hours*].
- 4.2 Each course shall be examined separately by written and/or practical examinations during the semester in which the course is offered. The pass mark for each course shall be 60% or 'B' grade for core and 50% or 'C' grade for elective courses. Continuous assessment shall constitute 50% of the total marks

while the final written or practical end of semester examination shall account for 50% of the marks in each course.

- 4.3 Candidates whose overall grade point average (GPA) is below a 'B' grade (i.e. GPA below 3.0) shall be discontinued from studies.
- 4.4 Candidates whose average pass is equal or above B grade but failed in one or more courses, shall be required to do a probation examination in the failed course(s). The maximum grade for a probation examination shall be B grade for core courses and C grade for elective courses.
- 4.5 Candidates will be allowed to sit for probation examinations two times only. Such examinations shall be conducted before the commencement of the subsequent academic year. A student who fails probation examination(s) twice shall be discontinued from studies.
- 4.6 A candidate discontinued from studies on grounds of failing in coursework examinations cannot be re-admitted for the same course before time equivalent to the standard registration period for the degree programme has elapsed. The candidate may however, be allowed to apply for any other programme for which he/she may have qualifications to join when such a programme is next offered.
- 4.7 Examination grading system shall be the same in all Colleges/Schools/Directorates and students' raw marks shall be taken into account when calculating GPA. The grading system and equations for computing GPA shall be as indicated below:

Grade	Range of Marks (%)	Equation	Grade Point	Description
A	75 – 100	$Y=0.024X+2.6$	4.4 – 5.0	Excellent
B+	70 – 74.9	$Y=0.08X - 1.6$	4.0 – 4.39	Very Good
B	60 – 69.9	$Y=0.1X - 3$	3.0 – 3.99	Good
C	50 – 59.9	$Y=0.1X - 3$	2.0 – 2.99	Satisfactory
D	40 – 49.9	$Y=0.1X - 3$	1.0 – 1.99	Marginal Fail
E	0 – 39.9	$Y=0.025X$	0.0 – 0.99	Absolute Fail

Where Y = Grade point, and X = Raw marks (%).

4.8 The total Weighted Grade Points (Grade points multiplied by the credit hours of the examined subject) of all subjects will be divided by the total credit hours to determine the GPA. As a matter of principle, the final GPA shall be truncated down to one decimal place.

4.9 The final degree classification based on GPA for classifiable degrees shall be as follows:

Class Grade	Grade	GPA range
First Class	A	4.4 - 5.0
Upper Second Class	B+	3.5 – 4.3
Lower Second Class	B	2.7 – 3.4
Pass	C	2.0 – 2.6



- 4.10 All cases of alleged coursework examination irregularities shall be referred to the College/School/Directorate Boards upon recommendation from College/School/Directorate Committees. The Boards shall submit recommendations to Senate for approval. Any candidate who shall be shown to have cheated in any part of the examination shall be discontinued from studies.
- 4.11 There shall be no external examiners for postgraduate diploma coursework.
- 4.12 All semester coursework results for Postgraduate Diploma shall be approved by Senate upon recommendations from the College/School/Directorate Boards before candidates are allowed to proceed to the second semester or graduate.
- 4.13 A postgraduate diploma will be awarded after a candidate has successfully completed all the modules. A candidate failing to complete the course within the specified duration shall be discontinued from studies.

## **B. MASTER'S DEGREE PROGRAMMES**

The Master's degree programmes are designed primarily as training courses to impart competence in working with scientific methods by means of which candidates will:

- (i) Extend theoretical, conceptual and practical knowledge in the area of study;
- (ii) Be exposed to the fundamentals of research;
- (iii) Acquire certain new skills and techniques;

- (iv) Learn how to present results of research in a scholarly manner; and
- (v) Make some important contribution to knowledge even though it may not be very original.

## **1.0 Structure and Duration of Master's Degrees**

The standard Master's Degree Programmes of Sokoine University of Agriculture will be either:

- Master's degree by Coursework and Research;
- Master's degree by Research and thesis OR
- Master's degree by Coursework and internship (Professional Master degrees)

### **1.1 Master's Degree Programmes by Coursework and Research**

#### ***Descriptors and Standards for Masters by Coursework and Research***

- 1.1.1. Candidates shall be registered for Master's degree by coursework and research leading to a dissertation. The programme entails a minimum of 180 credits.
- 1.1.2. The coursework, research proposal and dissertation shall account for 120, 15 and 45 credits, respectively.
- 1.1.3. Students shall be required to present a minimum of three referred seminars over a period of 18 or 24 months or 36 months if an extension of registered is requested and approved.

- 1.1.4. Upon submission of an approved research proposal, candidates shall be allowed to proceed with the research part of the study, whose normal duration shall be nine months and maximum duration shall be 12 months if extension is requested.
- 1.1.5. The maximum normal duration for this master degree shall be 18 or 24 months. Candidates who are not able to complete the research part of study within the 12 prescribed months may be allowed for an extension of up to 12 months.
- 1.1.6. Candidates shall be required to appear for oral defence subject to positive recommendations from examiners.
- 1.1.7. Monitoring of progress and performance of students shall involve submission of progress reports at an interval of six months for the period ending June and December.

## **1.2 Master's Degree Programmes by Research and thesis**

### ***Descriptors and Standards for Masters by Research and thesis***

- 1.2.1 A Master's degree programme by research only is designed to offer master's degree training to candidates who may wish to pursue research careers and who by nature of their occupations may not be able to follow the standard master's coursework curriculum. The programme entails 24 months of research

work, including nine months for development and approval of a research proposal.

- 1.2.2 Candidates shall be registered for this master degree leading to a thesis. Under this programme, the candidate is expected to undertake and complete a single larger research project.
- 1.2.3 Candidates who fail to complete the research part within the 24 prescribed months may be allowed for an extension of registration of up to 12 months.
- 1.2.4 To qualify for an award of a Master's degree by research and thesis, the candidate shall accumulate a minimum of 180 credits. Research proposal, research competence and thesis shall account for 15, 45 and 120 credits, respectively.
- 1.2.5 The candidate shall periodically present a minimum of five referred seminars over the period of 24 months or 36 months when under extension of registration.
- 1.2.6 Finally, candidates will be required to appear for defence of their thesis subject to positive recommendations from examiners.
- 1.2.7 Monitoring of progress and performance in research shall involve submission of progress reports at an interval of six months for the period ending June and December.

### **1.3. Master's degree by Coursework and internship**

#### ***Descriptors and Standards for Masters by Coursework and Internship***

- 1.3.1 Candidates shall be registered for Master's degree by coursework and internship (i.e. Professional master degrees) leading to a research paper. The programme entails a minimum of 180 credits.
- 1.3.2 Master students by coursework and research paper will be required to present a minimum of three referred professional seminars over a period of 18 months or up to 24 months if extension of registered is requested and approved.
- 1.3.3 The coursework shall account for 120 credits while research proposal, internship and research paper shall account for 10, 25 and 25 credits, respectively.
- 1.3.4 Upon submission of an approved internship proposal, candidates shall be allowed to proceed with the internship part of the study, whose maximum duration shall be 6 months.
- 1.3.5 The maximum normal duration shall be 18 months, and candidates who are not able to complete the internship part of study within the six months may be allowed for an extension of up to 12 months.
- 1.3.6 The candidate shall periodically present a minimum of three referred professional

seminars over the period of 18 months or 24 months when under extension of registration for master's degree by coursework and research paper.

1.3.7 Candidates shall be required to appear for oral defence subject to positive recommendations from examiners.

1.3.8 Monitoring of progress and performance of students shall involve submission of progress reports at an interval of six months for the period ending June and December.

## **2.0 Minimum Admission Qualifications**

2.1 A candidate for admission to the Master's Degree of Sokoine University of Agriculture (SUA) shall either hold an undergraduate degree with GPA of at least 2.7 of SUA or a qualification from an approved institution of higher learning, deemed to be equivalent to a GPA of 2.7 or an average of B grade for unclassified degree programmes or as may be prescribed in a given degree programme.

2.2 Candidates with Pass degree will also be considered for admission if:

2.2.1 Their undergraduate performance in the proposed subject of study was a B grade average or above.

**AND**

2.2.2 They have satisfied the relevant College/School Postgraduate Studies Committees that they have exhibited academic potential through

extensive fieldwork/research experience of at least three years and/or additional professional development courses of duration of at least three months.

- 2.3 Candidates who are non-degree holders but do hold Advanced or Postgraduate Diplomas may be considered for admission provided that such Diplomas are in the Upper Second/Distinction category and are from institution recognized by Tanzania Commission for Universities (TCU) as institutions of quality that would warrant that when their candidates hold the qualifications above, may be considered to be equivalent to at least a lower second class degree of Sokoine University of Agriculture.

### **3.0 Admission and Registration Arrangements**

#### **3.1. Master's by coursework and research/internship**

3.1.1 Applications for admission into master degree by coursework and research/internship shall be approved College/School/Directorate Academic Committee.

3.1.2 No applications for admissions of master's by coursework and research shall be considered after the commencement of the semester. Candidates for this master's degree programme shall normally be registered in the beginning of each semester. The deadline for registration shall be on the fourth week of the first semester of the academic year. Late

registration may be considered as may be guided by the University Senate.

- 3.1.3 Candidates shall be required to register in the beginning of each semester.
- 3.1.4 University fee shall be paid in four instalments (i.e. every three months) and students failing to pay the fee at least the first instalment shall attract a penalty of 10% of the total annual fee and be discontinued if they fail to pay complete fee at the end of each academic year. No students shall be registered prior to payment of fees or without submission of a letter of commitment from their sponsors.
- 3.1.5 Each candidate shall be assigned a supervisor(s) within the first month after the registration. Supervisors shall be appointed by Heads of Departments upon recommendations from the Departmental Postgraduate Studies Committee.
- 3.1.6 The normal duration of registration period for his master degree shall be 18 or 24 and 36 months for fulltime and part time students, respectively. The first 12 months will be for coursework and development of research proposal. The remaining period will be used for carrying out research/internship and examination of dissertation. The duration of registration for Evening Programmes shall be as specified in the respective curricula.



- 3.1.7 The normal duration for research proposal development and approval shall be nine months and up to a maximum of 12 months upon request by the student. Failure to submit approved research proposals after 12 months from the date of registration shall lead to discontinuation from studies.
- 3.1.8 Candidates who fail to complete their dissertations within the specified period may apply for an extension of registration to College/School/Directorate Academic Committee. The maximum duration of the registration period (including extensions) for full time students shall not exceed three years and six years for students under the Evening Programme.
- 3.1.9 Failure of a candidate to complete the master's study programme within the specified periods shall mean his/her discontinuation from study, unless application for an extension of registration has been approved by College/School/Directorate Academic Committee.
- 3.1.10 Candidates who successfully complete coursework but fail the research/internship component of the master degree programme shall be awarded a Postgraduate Diploma if such Postgraduate Diploma is specified in their degree curriculum.

3.2 Master's Degree Programmes by Research and thesis

- 3.2.1 Applications for admission into master degree by research and thesis shall be approved College/School/Directorate Academic Committee.
- 3.2.2 Candidates for this master's degree programme shall normally be registered anytime of the year.
- 3.2.3 University fee shall be paid in four instalments (i.e. every three months) and students failing to pay the fee at least the first instalment shall attract a penalty of 10% of the total annual fee and shall be discontinued if they fail to pay a complete the fee at the end of each academic year. No students shall be registered prior to payment of fees or without submission of a letter of commitment from their sponsors.
- 3.2.4 Each candidate shall be assigned a supervisor(s) within the first month after the registration. The Supervisor(s) shall act as academic advisor(s) and guide the candidate in his/her research proposal development and research.
- 3.2.5 Supervisors shall be appointed by Heads of departments upon recommendations from the Departmental Postgraduate Studies Committee.
- 3.2.6 The normal duration for this programme shall be 24 and 36 months for full time and part time students, respectively with a possibility of an extension of registration

not exceeding 12 months. The first nine and 15 months shall be used for presentation of the orientation seminar and approval of the research proposal for full time and part time students, respectively. The remaining period shall be for research component of the study and examination of the thesis.

- 3.2.7 Candidates shall be required to appear for oral defence of their thesis when examinations reports from examiners are positive.
- 3.2.8 Candidates who fail to complete their dissertations within the specified period may apply for an extension of registration to College/School/Directorate Academic Committee. The maximum duration of the registration period (including extensions) shall not exceed 36 and 48 months for full and part time students, respectively.

## **4.0 Coursework Evaluation**

- 4.1. Candidates registered for Master's by coursework and research shall do coursework examinations following assessment procedures as shall be specified in each degree programme. The coursework portion shall consist of a minimum of 60 credits per semester and a minimum total of 120 credits per academic year.
- 4.2. Candidates whose first degree is considered deficient in relation to the degree programme being applied for, may be required to take remedial undergraduate

courses. Such courses shall be examined and candidates shall be required to pass the courses upon which separate certificates of attendance shall be provided. Candidates attending remedial courses may also start development of research proposal as may be prescribed by the hosting Department of the degree programme.

- 4.3. Candidates must successfully complete the coursework part with a mean overall grade of 'B' or above (i.e. GPA of at least 3.0) in all core courses and 'C' grade or above in all the elective courses before they are allowed to proceed with the research phase.
- 4.4. Part time students can be allowed to accumulate coursework results up to two years before embarking on research phase in the third year.
- 4.5. Each course shall be examined separately by written or practical examination during the semester in which the course is offered. The pass mark for each course shall be 60% or 'B' grade for core and 50% 'C' grade for elective courses. Continuous assessment shall constitute 50% of the total marks while the final written end of semester examination shall account for 50% of the marks in each course. Candidates whose overall grade point average (GPA) is below a 'B' grade (i.e. GPA below 3.0) shall be discontinued from studies
- 4.6. Candidates whose average pass is equal or above a B grade but failed in one or more courses, shall be required to do a probation examination. The maximum grade for a probation examination shall

be B grade for core courses and C grade for elective courses.

- 4.7. Candidates will be allowed to sit for probation examinations two times only. Such examinations shall be conducted before the commencement of the subsequent academic year. A student who fails probation examination(s) twice shall be discontinued from studies.
- 4.8. A candidate discontinued from studies on grounds of failing in coursework examinations cannot be re-admitted for the same course before time equivalent to the standard registration period for the degree programme has elapsed. The candidate may however, be allowed to apply for any other programme for which he/she may have qualifications to join when such a programme is next offered.
- 4.9. Examination grading system shall be the same in all Colleges/Schools/Directorates and students' raw marks shall be taken into account when calculating GPA. The grading system and equations for computing GPA shall be as indicated in Section A.4.7.
- 4.10. The final degree classification based on the GPA for classifiable degrees shall be as detailed in Clause A.4.9.
- 4.11. All cases of alleged coursework examination irregularities shall be referred to the College/School/Directorate Boards upon recommendation from College/School/Directorate Academic Committees. The Boards shall submit recommendations to Senate for approval. Any candidate who shall be shown to

have cheated in any part of the examination shall be discontinued from studies.

- 4.12. All semester coursework results shall be approved by Senate upon recommendations from the College/School/Directorate boards before candidates are allowed to proceed with the second semester and research/internship phase.

## **5.0 Refereed Seminar Evaluation**

- 5.1. At an appropriate stage as specified by each type of master's degree, candidates will be required to present refereed seminar(s). These include research proposal and results-based seminars. The purpose of these seminars will be to ascertain competence in research methodology, analytical skills and applicable instruments.
- 5.2. The Head of the Department shall be responsible for arranging seminars, appointing panel of at least two referees and one discussant, and preparing a report to be submitted to the College/School/Directorate Postgraduate Studies Committee.
- 5.3. For all master degree programmes, there shall be a panel of two referees and one discussant who shall at the end of the seminar presentation award marks as indicated in Appendix 2.
- 5.4. Candidates scoring an average of less than 60% shall be regarded to have failed and shall be required to present the same for a maximum of two additional times. Candidates failing after three presentations

shall be discontinued from studies.

- 5.5. Master's degree programme by coursework and research shall present three referred seminars. The first seminar shall be presented as part of research proposal approval process. The remaining two seminars shall be presented before submission of the dissertation for examination. Finally, the candidate shall appear for defence of the dissertation.
- 5.6. Candidates for master's degree by coursework and internship, shall be required to present at least three professional refereed seminars over a period of 18 months. The first seminar shall be presented as part of professional internship proposal approval process. The remaining two seminars shall be presented before submission of the research paper for examination to ascertain the candidate's professional competence and mastery of the discipline of study. Finally, the candidate shall appear for defence of the research paper.
- 5.7. For master's degree by research and thesis, candidates shall be required to present a minimum of five refereed seminars over a period of two years. The first seminar shall be presented as part of research proposal approval process. The remaining three seminars shall be presented before submission of their dissertation for examination. Finally, the candidate shall appear for defence of the thesis.

## **6.0 Research Proposal Evaluation and Approval**

- 6.1. Before commencing research for dissertation, a candidate shall submit to Department a concise research proposal for final approval. Such proposal shall be presented in a refereed seminar. Where appropriate, two or more departments can organise these seminars jointly.
- 6.2. Based on the report of the panel, the Department may decline to approve the proposal or recommend revision if:
  - 6.2.1 In its opinion, it is unsuitable in contents;
  - 6.2.2 The conditions under which the candidate proposes to work are unsatisfactory;
  - 6.2.3 The proposed work is a repetition of known research work;
  - 6.2.4 The budget is unrealistic or prohibitive and time to undertake research will be longer than allowed.
- 6.3. The deadline for submission of proposal shall be nine months for master degree students with a maximum extension of up to 12 months upon request by students and approval by College/School/Directorate Academic Committee.

## **7.0 Structures, Types and Formats of Dissertations for Masters Degrees Programmes**

The Master's degree dissertation/thesis is a test of the



student's ability in scientific writing and comprises an integral part of the research work. The dissertation must convey to the reader, clearly and unambiguously, the main line of thought, which led the investigator to his conclusions. It should be written clearly and concisely. The dissertation/thesis must comprise a complete entity and must contain all the data required for the reader to judge the reliability of the work and conclusions reached. Recognising that one format may not be comprehensive enough or universally desirable, dissertation/thesis may be written in monograph, published paper and publishable paper formats. The choice and decisions on the format of the dissertation will therefore be made by the supervisors and the student at the point when the candidate begins to analyse the data of his/her research.

In order to develop skills and practical experience in the discipline of specialization, master's degree programmes by coursework and research paper demand that upon successful completion of coursework, students undertake individual study projects. These may be in the form of short research work or internship. During this period, students shall collect information on a subject or study a business/enterprise and write a case report to be known as a Research Paper. The research paper shall constitute of a scholarly/technical paper that presents the students interpretation, evaluation or argument about the subject or business/enterprise, and shall not exceed 20 pages excluding references and appendices. As general requirements, such as declaration and copyright statements according to the Guidelines for Preparing Dissertation/Thesis and other Publications, must be met in the production of the research

paper.

## **7.1 Dissertation / thesis /research paper developed in monograph formats**

### ***Requirements and Standards for a Dissertation Developed in a Monograph Format***

- 7.1.1. This is the traditional format where the whole dissertation/thesis/research paper is written as a single text usually in five to six chapters: Introduction, Literature review, Methods (Materials and Methods), Results, Discussion (Results and Discussion) and Conclusion (Conclusion and recommendations). Detailed guidelines for monograph type dissertations are provided for in the SUA Guidelines for Preparation of Dissertation/ Thesis and other Publications. On the other hand, a research paper must be developed in a monograph format consisting of Abstract, Introduction, Materials and methods, Results and discussion, Conclusion and recommendations, References and Appendices.
- 7.1.2. The candidate registered for master' degree by research and thesis shall have submitted at least one manuscript under "accepted status" for publication or published in SUA recognized journals. Any papers published in predatory journals shall not be accepted as part of the dissertation.
- 7.1.3. Binding of the final dissertation/thesis/research

paper shall adhere to SUA guidelines as stipulated in the Guidelines for Preparing Dissertations/Thesis and other Publications.

## **7.2 Dissertations/theses developed in published papers format**

### ***Requirements and Standards for a Dissertation/Thesis Developed in Published Papers Format***

- 7.2.1. The student must have at least two full-length papers emanating solely from his/her master's study. He/she must appear as first author (except when a different type of order of authors is customary in the student's field of research).
- 7.2.2. One of the said papers must be in "published" or "accepted" status in SUA recognized journals. The second paper may have the status "submitted" as evidenced by acknowledgment from the editor of the journal. Any papers published in predatory journals shall not be accepted as part of the dissertation.
- 7.2.3. When part of the work or whole was performed in collaboration with another investigator and/or student, the kind of collaboration involved should be explained as clearly as possible, namely, which parts of the dissertation/thesis describe results from collaboration, and what was the role of the student in the collaboration. A letter from the student's supervisor should accompany the submitted dissertation/thesis. The letter should indicate the particular contribution of the student to each paper

(in the case of multi-author papers). It should also indicate that the submitted articles were not and will not be part of other dissertations/theses in the “Published Papers” format.

- 7.2.4. The dissertation/thesis shall have common sections consisting of Extended abstract, General introduction, Paper-based chapter, General discussion, General conclusions and recommendations, References and Appendices.
- 7.2.5. Binding of the final dissertation/thesis shall adhere to SUA guidelines as stipulated in the Guidelines for Preparing Dissertations/Thesis and other Publications.

### **7.3 Dissertations/theses developed in publishable manuscripts format**

#### ***Requirements and Standards for a Dissertation/thesis Developed in Publishable Papers Format***

- 7.3.1. Dissertation/thesis in publishable manuscript (manuscript-within-dissertation) format shall consist of at least three publishable papers.
- 7.3.2. The candidate for master’s degree by research and thesis shall have at least one paper published in SUA recognized journals or have submitted at least one manuscript under “accepted status” for publication in SUA recognized journals. Any papers published in predatory journals shall not be accepted as part of the dissertation.

- 7.3.3. The format and writing style of the individual manuscript shall be determined by the targeted journal or SUA Guidelines for Preparation of Dissertation/Thesis and other Publications.
- 7.3.4. The dissertation/thesis shall have common sections consisting of Extended abstract, General introduction, Manuscript-based chapters, General discussion, General conclusions and recommendations, References and Appendices. These sections shall contain the overall theme of the dissertation, description of the commonality of the concepts across the articles, and the overall implications of the findings.
- 7.3.5. Binding of the final dissertation/thesis shall adhere to SUA guidelines as stipulated in the Guidelines for Preparing Dissertations/Thesis and other Publications.

## **8.0 Submission of Dissertations**

- 8.1. The submission of dissertations/thesis for examination to the Chairperson of Senate Postgraduate Studies Committee shall be both in soft bound and electronic PDF/editable copies.
- 8.2. The student is expected to submit an intention for submission of his/her dissertation/thesis at least one month before the due date. He/she shall do this by filling in the “Note of Intention to submit Dissertation/Thesis form” (Appendix 5). Examination arrangements proposed by the Head

of the department together with CV of the external examiner(s) shall accompany this notice.

- 8.3. Master degree candidates may be permitted to submit their dissertation/thesis for examination before the normal duration of 18 or 24 months upon recommendation from supervisors.
- 8.4. Every dissertation/thesis submitted for the degree must be accompanied by a declaration by the candidate to the satisfaction of Senate, stating that it is the candidate's own original work done within the period of registration and that it has neither been submitted nor being concurrently submitted in any other institution. Moreover, the candidate shall declare that he/she has not breached any plagiarism standards by filling in relevant form.

The dissertation/thesis shall contain a statement of copyright by the author as follows:

- 8.5. No part of this dissertation may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or Sokoine University of Agriculture in that behalf.
- 8.6. A dissertation/thesis submitted must be satisfactory as regards the format and literary presentation as will be described in the Guidelines for Preparing Dissertations/Thesis and other Publications.
- 8.7. The dissertation/thesis must contain an abstract of not more than 350 words for monograph format or an extended abstract not exceeding 1,000 words.

The abstract shall concisely indicate the problem investigated, the procedures and research methods employed, the general results, new contributions made, and the major conclusions reached.

## **9.0 Examination of Master's Dissertation/Thesis/Research Paper and Degree Award**

- 9.1. Each dissertation/thesis/research paper submitted shall be examined by at least three specialists approved by the College/School/Directorate Academic Committee through the recommendations of relevant Departments. At least one of the examiners must be external to the University. There shall also be appointed two independent internal examiners from amongst competent members of SUA staff who did not supervise the candidate to examine the dissertation. Supervisors shall not serve as examiners of their students.
- 9.2. There shall be terms of reference by which both the internal and external examiners shall discharge their duties as presented in Appendix 6 and as may also be reviewed from time to time by Senate.
- 9.3. Both the internal and external examiners shall be required to submit their reports about the dissertation within a maximum period of one month from the date of its dispatch. If reports are not received within one month, a reminder with a maximum extension of four weeks shall be served to the examiners. In the absence of response after such a reminder, new external examiners shall be appointed. However,

after the first reminder, a warning letter shall be served to SUA examiners.

- 9.4. Each examiner shall be required to summarize his/her report about the dissertation/thesis/research paper with raw marks and definite recommendation for one of the following actions as presented in Appendix 7:

9.4.1 The degree be awarded subject to minor revisions (i.e. typographical errors and any revisions that do not change the content and context of the dissertation);

9.4.2 The degree be not awarded; but the candidate be allowed to revise and resubmit his/her dissertation/thesis/research paper for re-examination (i.e. Wrong methodology or data analysis or Result interpretation or a combination of these; or

9.4.3 The dissertation/thesis/research paper be rejected outright (i.e. Plagiarism above 30% or a combination of wrong problem statement, objectives, methodology, data analysis and results).

- 9.5. Where the examiners disagree in the overall recommendations, the Senate Postgraduate Studies Committee shall examine the case and recommend one of the following actions:

9.5.1 The recommendation of the External Examiner be adopted after the Postgraduate Studies Committee is satisfied;

9.5.2 The recommendation of any independent



internal examiners be adopted after the Senate Postgraduate Studies Committee is satisfied;  
or

- 9.5.3 The relevant Colleges /Schools be requested to establish a panel from amongst the experts available to examine the candidate orally.
- 9.6. Subject to positive outcome of the dissertation/thesis/research paper examination, the candidate shall be invited to attend an oral defence of his/her dissertation.
- 9.7. The oral defence panel shall consist of at least three examiners comprising a Chairperson, internal examiner(s) and external examiner or/and any an expert on the subject area appointed by the Head of the Department. The internal examiner shall serve as a secretary.
- 9.8. A dissertation/thesis/research paper recommended for re-writing must be re-submitted within six months. A student failing to re-submit within this period without compelling reasons shall be discontinued from studies. Further, in an event where examiners are unable to submit re-examination reports within one month, Senate Postgraduate Studies Committee shall examine the situation and recommend appoint two independent examiners to examine the re-written dissertation/thesis/research paper.
- 9.9. A dissertation/thesis/research paper shall be re-written and re-examined only once. Dissertation/thesis rejected by examiners after re-submission shall not be accepted for another re-examination at

Sokoine University of Agriculture.

- 9.10. The candidate shall be required to submit the dissertation/thesis/research paper within two months after approval of examination reports by Senate Postgraduate Studies Committee.
- 9.11. Unless there are compelling reasons, failure of a candidate to re-submit a corrected dissertation/thesis accompanied by an error-free certificate within two months after being allowed to incorporate corrections, shall mean discontinuation from studies.
- 9.12. Before binding, candidates shall be required to submit an unbound dissertation/thesis/research paper to the College/School/Directorate Postgraduate Studies Committee for checking and certifying compliance to approved publication standards. This Committee shall need a maximum of five working days to respond to such submissions. The candidate shall submit an errors free version of the dissertation/thesis to the College/School/Directorate Postgraduate Studies Committee, which up on satisfaction, shall permit the candidate to hard bind dissertation/thesis and submit copies to the SPGSC.
- 9.13. The final decision on the award of the Master's degree shall be made by Senate on recommendation of the Senate Postgraduate Studies Committee.
- 9.14. Candidates shall be required to upload electronic PDF soft copy of their error free dissertation/thesis/ research paper in SUA Institutional Repository

(SUAIR) and submit evidence to the Chairperson of SPGSC. Dissertations/theses with potentially patentable innovations shall not be uploaded in SUAIR prior to patenting. Moreover, the candidate shall submit to the Chairperson of SPGSC at least three final copies of the hard-bound dissertation/thesis for distribution to DPRTC, SNAL and main supervisor.

9.15. The deadline for submission of error-free dissertation/thesis shall be at least two weeks before the last Senate meeting preceding graduation. Candidates failing to meet this deadline shall not be considered ready for graduation. Candidates awarded degrees by Senate shall be presented for graduation at next graduation ceremony.

### **C: DOCTOR OF PHILOSOPHY DEGREE (PhD)**

In contrast to Master degree programmes, a PhD programme is a recognition of successful postgraduate research experience. Here the Supervisor(s) should recognise that the candidate had already acquired some training experience in research when he/she was a Master's candidate.

What is expected of the PhD candidate is thus far much more than what has been outlined above for the Master's candidate. Here the supervisor(s) expects the candidate to:

- (i) Make a distinct contribution to new knowledge of facts and/or theory;
- (ii) Produce considerably more original work than

required for the Master's programme;

- (iii) Manifest greater depth and breadth in his/her review of the relevant literature than is the case for the Master's candidate;
- (iv) Be more innovative in his/her analysis of the data he/she has collected;
- (v) Exercise more initiative in his/her research than for the Master's degree research candidate;
- (vi) After the first or second year, the PhD candidate should be able to work independently and to be guided rather than directed by his/her supervisor(s). Still it is the responsibility of the Supervisor(s) to guide the candidate in the right direction.

## **1.0 Types, Durations and Structures of Doctoral Programmes**

Doctoral education is inspired and designed to address both the socio-economic, professional, educational and general needs for informed human resource needs for national, regional and global challenges of development. In general terms, it entails advanced research that makes “a significant and original academic contribution” to a discipline or field and demonstrates on the part of the candidate a “high-level of independent scientific research and leadership capability”.

There are two types of PhD programmes offered at SUA, namely PhD by research and thesis and PhD by coursework and research. All candidates for PhD by coursework and research shall be required to take and pass courses as

prescribed by the curriculum.

Dissertation/Thesis can be prepared in three formats namely monograph, published papers and publishable manuscript formats. Decisions in respect to the type of format of the dissertation/thesis are to be made by the supervisors and the candidate at when the latter begins to analyse the data of his/her research.

## **1.1 Doctoral Degree Programmes by Coursework and Research**

### ***1.1.1 Descriptors and Standards for PhD by Coursework and Research***

- a) Candidates for PhD by coursework and research require 540 credits for them to qualify for an award of PhD degree.
- b) The coursework will be offered during the first academic year and will consist of core, specialization core, and elective courses, which shall add up to a minimum of 60 credits per semester and a minimum total of 120 credits per academic year. The research concept note and proposal shall account for 15 and 30 credits respectively, while research competence and dissertation shall account for 95 and 280 credits, respectively.
- c) Candidates for PhD by coursework and research will be required to present a minimum of five refereed seminars over a

period of four years. The first of such seminars will be research concept note, which shall be presented upon registration. The second seminar to be presented within six months after the registration shall be a seminar for research proposal approval. The purpose of this seminar will be to ascertain competence in research methodology, analytical skills and applicable instruments. The remaining three seminars will be presented during the research period, to ascertain the candidate's progress in research work and mastery of the discipline of study.

- d) For a candidate to qualify for an award of the PhD degree, he/she shall have at least one accepted manuscripts in SUA recognized journals based on his/her research.

### ***1.1.2. Coursework Evaluation***

- (i) In case a candidate is taking remedial course(s), the evaluation procedure will be as per the respective curriculum of the degree programme of SUA. The maximum number of remedial courses shall be three, appropriate to candidate's area of specialization, as recommended by the supervisor(s) and approved by the Departments. The remedial courses shall not contribute to PhD candidate's overall credits.
- (ii) Candidates registered for the PhD Programme by coursework and thesis shall be required

to do coursework examinations following assessment procedures specified for the degree programme. A candidate must pass all core and elective courses that together, shall add up to a minimum of 60 credits per semester and a minimum total of 120 credits per academic year.

- (iii) Each course shall be examined separately by written and or practical examination during the semester in which the course is offered. The pass mark for each course shall be 60% or 'B' grade for core courses and 50% or 'C' grade for elective courses. Continuous assessment shall constitute 50% of the total score while the final written and or practical end of semester examination shall account for 50% of the score in each course. Candidates whose overall grade point average (GPA) is below a 'B' grade (i.e. GPA below 3.0) shall be discontinued from studies.
- (iv) Candidates whose average pass is equal to or above B grade but failed in one or more courses, shall be required to do a probation examination. The maximum grade for a probation examination shall be B grade for core courses and C grade for elective courses.
- (v) Candidates will be allowed to sit for probation examinations two times only. Such probation examinations shall immediately be conducted through local arrangement of Departments and Colleges/Schools hosting the degree

programmes after Senate approval of the examination results. A student who fails probation examination(s) twice shall be discontinued from studies.

- (vi) A candidate discontinued from studies on grounds of failing in coursework examinations cannot be re-admitted for the same course before time equivalent to the standard registration period for the degree programme has elapsed. The candidate may however be allowed to apply for any other programme for which he/she may have qualifications to join when such a programme is next offered.
- (vii) Examination grading system shall be the same in all Colleges/Schools and students' raw marks shall be taken into account when calculating GPA. The grading system and equations for computing GPA shall be as indicated in Section A.4.7.
- (viii) The final degree classification for classifiable degrees shall be as detailed in Clause A.4.9.
- (ix) All cases of alleged coursework examination irregularities shall be referred to the College/School/Directorate Boards upon recommendation from College/School/Directorate Academic Committees. The Boards shall submit recommendations to Senate for approval. Any candidate who shall be shown to have cheated in any part of the examination shall be discontinued from studies..



- (x) All semester coursework results for PhD degree programmes shall be approved by Senate upon recommendations from the College/School/Directorate Boards before candidates are allowed to proceed to the second semester or graduate.
- (xi) Candidates who successfully complete coursework but fail research component shall be awarded a postgraduate diploma if such an award is stipulated in the curriculum of the programme.

## **1.2 Doctoral Degree Programmes by Research and Thesis**

### ***1.2.1 Descriptors and Standards for PhD by Research and Thesis***

- (i) A PhD degree by research and thesis is designed to impart competence in working with scientific methods. For a candidate to qualify for an award a PhD by Research and Thesis, a minimum of 540 credits are required.
- (ii) Research concept note and proposal shall account for 15 and 30 credits respectively, while research competence and thesis shall account 135 and 360 credits, respectively.
- (iii) For a candidate to qualify for an award of the PhD degree, he/she shall have at least two accepted manuscripts in SUA recognized journals based on research.
- (iv) Candidates will be required to present a

minimum of six refereed seminars over a period of four years. The first of such seminars will be research concept note, which will be presented upon registration. The second seminar to be presented within six months after the registration shall be for approval of the research proposal. The purpose of this seminar will be to ascertain competence in research methodology, analytical skills and applicable instruments. The remaining four seminars will be staggered over the remaining period of study, to ascertain the candidate's progress in research work and mastery of the discipline of study.

- (v) Head of the Department shall be responsible for arranging seminars, appointing panel of at least two referees and one discussant, and preparing a report to be submitted to the Chairperson of College/School/Directorate Postgraduate Studies Committee.

## **2.0 Entry Qualifications for PhD Programmes**

- 2.1 A candidate for admission to the PhD degree programme of SUA shall hold Master's degree of SUA or relevant Master's degree of equivalent standing from another approved University. The equivalent qualification must be directly relevant to, and compatible with the academic discipline the candidate wishes to pursue for his/her Doctoral study. Candidates with qualifications in disciplines that are considered irrelevant to and incompatible

with the academic discipline of intended doctoral studies, shall be required to take and pass relevant remedial courses.

- 2.2. The remedial courses shall not exceed three courses. Candidate under remedial courses may commence to develop research proposal prior to passing such remedial course examinations as may be prescribed the Department hosting the degree programme.
- 2.2 Candidates with only the first degree but with First Class or Upper Second honours or holders of a distinction in the relevant subject in the case of unclassified degree may also be considered for PhD registration after initially registering for the Master's degree and doing at least one full year's postgraduate coursework. The candidate must have been authorized by relevant College/School/Directorate Academic Committees to upgrade their registration to PhD candidacy.
- 2.3. Applications for admission into PhD degree programmes shall be approved by College/School/Directorate Academic Committee.

### **3.0 Registration Arrangements, Options and Durations**

- 3.1. No applications for admissions of PhD degree by coursework and research shall be considered after the commencement of the academic year. Candidates for this PhD degree programme shall normally be registered in the beginning of each semester. Late registration may be considered as may be guided by

the University Senate.

- 3.2. University fees shall be paid in four instalments (i.e. every three months) and students failing to pay the fee at least the first instalment shall attract a penalty of 10% of the total annual fee and shall be discontinued if they fail to pay complete fee at the end of each academic year. No students shall be registered for this programme prior to payment of fees or without submission of a letter of commitment from their sponsors.
- 3.3. The deadline for registration shall be on the fourth week of the first semester of the academic year. Late registration may be considered as may be guided by Senate. There shall be an orientation day for all master students after registration.
- 3.4. Each candidate shall be assigned at least one supervisor within the first month after the registration. The supervisor(s) shall act as academic advisor(s) and guide the candidate in his/her coursework, research proposal development and research work.
- 3.5. Supervisors shall be appointed by Heads of Departments upon recommendations from the Departmental Postgraduate Studies Committee. Where a candidate is allocated a supervisor from institutions outside SUA, he/she must also be allocated a supervisor from SUA.
- 3.6. A PhD candidate shall be required to submit a research concept note along with application documents. Upon registration, the candidate will be required to submit a research proposal for approval

to Department and subsequently to College/School Postgraduate Studies Committee within nine (9) months. Presentation of seminars shall be part and parcel of approving research concept notes and proposals. College/School Postgraduate Studies Committee should provide to the student the outcome of the proposal review within four weeks from the date of the receipt of such research proposal from the department.

- 3.7. The normal duration for research proposal development and approval shall be nine months. A candidate who fails to submit an approved research proposal within the specified period may apply for an extension of registration to College/School/Directorate Boards. The maximum duration for submission of approved research proposals shall be 12 months for PhD by research and thesis, and 15 months for PhD by coursework and dissertation. Beyond this period, the candidate shall be discontinued from studies.
- 3.8. Failure of a candidate to complete a PhD study programme within the specified period shall mean his/her discontinuation from studies, unless application for an extension of registration is approved by College/School/Directorate Academic Committee.
- 3.9. A candidate registered for the PhD degree programme by research and thesis may, on approval by the relevant College/School/Directorate Postgraduate Studies Committee, be required to do one or more formal courses appropriate to his/her field of study,

as recommended by his/her supervisor(s) and or the host Department.

- 3.10. The duration of the registration period shall not exceed four years for full time candidates and six years for part time candidates. Failure of a candidate to complete the PhD degree programme within this period shall mean his/her discontinuation from studies, unless extensions are granted by College/School/Directorate Academic Committee. The maximum duration of the registration period (including extensions) shall not exceed five years for full time students and seven years for part time students.

#### **4.0 Structure, Types and Formats of Dissertations/Theses for PhD Degree Programmes**

##### **4.1 Dissertation/Thesis developed in a Monograph format**

##### ***Requirements and Standards for a Dissertation/Thesis Developed in a Monograph Format***

- 4.1.1. Whole dissertation/thesis is written as a single text usually in six chapters: Introduction, Literature review, Methods (Materials and Methods), Results, Discussion and Conclusion (Conclusion and recommendations). Detailed guidelines for monograph type theses are provided in the SUA Guidelines for Preparation of the Dissertations/Thesis and other Publications.
- 4.1.2. The student shall have at least two published papers or at least two manuscripts under “accepted

status” in SUA recognized journals based on his/her research.

- 4.1.3. Binding of the final dissertation/thesis shall adhere to SUA guidelines as stipulated in the Guidelines for Preparing Dissertations/Thesis and other Publications.

## **4.2 Dissertation/Thesis developed in a published papers format**

### ***Requirements and Standards for a Dissertation Developed in Published Papers Format***

- 4.2.1 The student must have at least three full-length papers emanating solely from his/her PhD studies. He/she must appear as first author (except when a different type of order of authors is customary in the student’s field of research).
- 4.2.2 Two of the said papers must be either “published”, or “accepted” status in SUA recognized journals. The third paper may have the status “submitted” as evidenced by acknowledgment from the journal editor. Any papers published in predatory journals shall be rejected.
- 4.2.3 In so far as part of the work was performed in collaboration with another investigator and/or student(s), the kind of collaboration involved

should be explained as clearly as possible, namely, which parts of the dissertation/thesis describe results from collaboration, and what was the role of the student in the collaboration. A letter from the student's main supervisor should accompany the submitted dissertation/thesis. The letter should indicate the particular contribution of the student to each paper (in the case of multi-author papers). It should also indicate that the submitted articles were not and will not be part of other dissertations/theses in the "Published Papers" format.

- 4.2.4 The dissertation/thesis shall have common sections consisting of Extended abstract, General introduction, Paper-based chapter, General discussion and Conclusions and recommendations, References and Appendices. These sections shall contain the overall theme of the thesis, description of the commonality of the concepts across the articles, and the overall implications of the findings.
- 4.2.5 Binding of the final dissertation/thesis shall adhere to SUA guidelines as stipulated in the Guidelines for Preparing Dissertations/thesis and other Publications.

### **4.3 Dissertation/Thesis developed in a publishable manuscripts format**

#### ***Requirements and Standards for a Dissertation/thesis Developed in Publishable Manuscripts Format***

- 4.3.1 Dissertation/Thesis in publishable manuscript (manuscript-within-thesis) format shall consist of



chapters in form of publishable papers.

- 4.3.2 The student shall have at least two accepted manuscripts in SUA recognized journals based on his/her research.
- 4.3.3 The dissertation/thesis shall have common sections consisting of Extended abstract, General introduction, Manuscript-based chapter, General discussion, General conclusions and recommendations, References and Appendices.
- 4.3.4 The format and writing style of the individual manuscript shall be determined by the targeted journal or SUA Guidelines for Preparing Dissertation/Thesis and other Publications.
- 4.3.5 Binding of the final dissertation/thesis shall adhere to SUA guidelines as stipulated in the Guidelines for Preparing Dissertations/thesis and other Publications.

## **5.0 Submission of Dissertation/Thesis**

- 5.1 The submission of theses/dissertations to the chairperson of Senate Postgraduate Studies Committee for examination shall be both in soft bound and electronic PDF/editable soft copies.
- 5.2 The student shall submit an intention for submission of his/her thesis at least one month before the due date. He/she shall do this by filling in the “Notice of Intention to submit Dissertation/Thesis form” (Appendix 5).
- 5.3 PhD candidates may be permitted to submit their dissertation/thesis for examination before the

normal duration of 48 months (4 years) upon recommendation from the supervisors.

- 5.4 Every dissertation/thesis for the PhD degree of Sokoine University of Agriculture must be accompanied with a declaration by the candidate stating that it is the candidate's own original work and that it has neither been submitted nor concurrently being submitted in any other institution. Moreover, the candidate shall declare that he/she has not breached any plagiarism standards.
- 5.5 The dissertation/thesis shall contain a statement of copyright by the author as follows:
- 5.6 No part of this dissertation/thesis may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or Sokoine University of Agriculture in that behalf.
- 5.7 Every dissertation/thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format and literary presentation as will be described in the Guidelines for Preparing Dissertations/Thesis and other Publications.
- 5.8 The dissertation/thesis must contain an abstract of not more than 350 words for monograph format or an extended abstract not exceeding 1,000 words. The abstract shall concisely indicate the problem investigated, the procedures and research methods employed, the general results, new contributions made, and the major conclusions reached.

## **6.0 Examination of PhD Dissertation/Thesis and Degree Award**

- 6.1 The examination process shall comprise two parts, namely:
- (i) Examination of dissertation/thesis, and
  - (ii) Oral examination
- 6.2 Dissertation/Thesis shall be examined by at least three qualified examiners one of whom shall be external to the University and two shall be independent internal examiners from amongst competent members of SUA staff who did not supervise the candidate.
- 6.3 External and internal shall be approved by College/School/Directorate Academic Committee based recommendations from Heads of the Departments. Supervisors shall not serve as examiners of their students' dissertations/theses.
- 6.4 There shall be terms of reference by which both the internal and external examiners shall discharge their duties as presented in Appendix 6 as may also be reviewed from time to time by Senate.
- 6.5 Once appointed, the external examiners shall receive formal letters of appointment setting out the period of the engagement, the payable fees upon completion of the examination and relevant documents containing guidelines for examination in the University.
- 6.6 The performance of external and internal examiners shall be assessed from time to time and those lacking integrity and competence shall be relieved from the responsibility of external examination.

- 6.7 Both the internal and external examiners shall be required to submit their reports about the dissertation/thesis within a maximum period of one month from the date of its dispatch. If reports are not received within one month, a reminder with a maximum extension of two weeks shall be served to the examiners. In the absence of response after such a reminder, new external examiners shall be appointed. However, a warning letter shall be served to SUA examiners after the first reminder.
- 6.8 Each examiner shall be required to summarize his/her report about the dissertation/thesis with raw marks and definite recommendation for one of the following actions as presented in Appendix 7:
- a) The degree be awarded subject to minor revision (i.e. typographical corrections and/or minor mistakes which can be corrected without affecting the structure, context and content of dissertation/thesis).
  - b) The degree be not awarded; but the candidate be allowed to revise and resubmit his/her dissertation/thesis for re-examination (i.e. Wrong methodology or data analysis or Result interpretation or a combination of these).
  - c) The dissertation/thesis be rejected outright (i.e. Plagiarism above 30% or combination of wrong problem statement, objectives, methodology, data analysis and result interpretation).
- 6.9 Where there is disagreement among the examiners, the clause stipulated under the Master's programme

(Section B 9.5) shall apply.

- 6.10 A dissertation/thesis will be re-written and re-examined only once. A dissertation/thesis rejected by examiners after re-submission shall not be accepted for re-examination at Sokoine University of Agriculture.
- 6.11 Candidates allowed to sit for *Viva Voce* shall be examined to ascertain that:
- a. The dissertation/thesis presented is the original work of the candidate;
  - b. The broader subject area in which the study is based is fully grasped by the candidate; and
  - c. The weaknesses in the dissertation/thesis (if any) can be adequately clarified by the candidate.
- 6.12 The *viva voce* panel shall comprise five members appointed by the College/School/Directorate Postgraduate Studies Committee upon recommendation from the Head of the Department. The selection of the members must ensure that the candidate is examined by sufficiently qualified and experienced scholars in his/her research (or related) areas. The panel members shall be composed of:
- (i). The Chairperson of the panel, who should represent the external examiner.
  - (ii). Two independent internal examiners who examined the thesis.
  - (iii). Appointee of the Principal/Dean/Director.
  - (iv). Head or Appointee of the Head of Department

where the candidate is registered.

- (v). Supervisor may be invited in attendance but is not allowed to examine the candidate, ask questions or provide comments.
- 6.13 While the *viva voce* examination panel will be responsible for assessing the candidate, the event may be open to a limited public upon approval by the Head of the Department. However, questions and comments will only be made by the five panel members.
- 6.14 The Chairperson of the panel will, during the *viva voce*, ask the candidate questions submitted by external examiners as well as his/her own questions.
- 6.15 The *viva voce* panellists shall be provided with full texts of examiners' reports and copies of candidates' dissertation/thesis, at least two week before the date of oral examination. Candidates shall not be allowed to get access to examiner's dissertation/thesis reports before *viva voce* examination.
- 6.16 There shall be provided a *modus operandi* and terms of reference by which *viva voce* panellists shall discharge their duties as presented in Appendix 10, as may also be reviewed from time to time by Senate.
- 6.17 At the end of the *viva voce* examination, which shall normally **not exceed three hours**, the panel members shall sign an examination results form, giving specific recommendation for one of the following actions (Appendix 11):

- a). The PhD degree be awarded to the candidate subject to making minor corrections and revisions in the thesis as detailed in the *viva voce* proceedings and in the examiners' reports.
  - b). The PhD degree not be awarded due to failure by the candidate to defend the dissertation/thesis successfully. The candidate be allowed to re-write and resubmit the dissertation/thesis for re-examination within six months.
  - c). Candidate fails outright.
- 6.18. Examination of the re-submitted dissertation/thesis will be done by the independent internal examiners. Where the re-submitted dissertation/thesis is of an acceptable standard, the candidate will be required to appear for a second *viva voce* examination. Should the candidate fail to re-submit the dissertation/thesis within the specified period, he/she shall be discontinued from studies.
- 6.19. A candidate failing the *viva voce* in the second time shall be awarded postgraduate diploma if such diploma is specified in the curriculum.
- 6.20. A candidate failing to attend a *viva voce* examination without compelling reason shall be discontinued from studies, unless directed otherwise by Senate.
- 6.21. Each panellist shall indicate his/her raw score by filling in the PhD *Viva Voce* Examination Results Form (Appendix 9). The average score of the panellists' scores shall constitute the final verdict on the *viva voce* examination.

- 6.22. The Chairperson of the *viva voce* panel shall submit to the College/School/Directorate Postgraduate Studies Committee the recommendation of the panel and a comprehensive report approved by the oral panellists detailing all the questions addressed to the candidate and the answers given to those questions.
- 6.23. Before binding, the candidate shall be required to submit an unbound dissertation/thesis to the College/School/Directorate Postgraduate Studies Committee for checking and certifying compliance to approved publication standards. This Committee shall need a maximum of five working days to respond to such submissions. The student shall submit an errors free version of the dissertation/thesis to the College/School/Directorate Postgraduate Studies Committee, which up on satisfaction, shall permit the student to hard bind dissertation/thesis.
- 6.24. The candidate shall upload in SUAIR the error free PDF soft copy of the thesis, and submit to the Chairperson of the College/School/Directorate Postgraduate Studies Committee and SPGSC the evidence. Moreover, the candidate shall submit at least three final copies of the hard-bound dissertation/thesis for distribution to DPRTC, SNAL and main supervisor.
- 6.25. The deadline for submission of an error-free copy of dissertation/thesis shall be at least two weeks before the last Senate meeting preceding the graduation. Candidates failing to meet this deadline shall not be



considered ready for graduation.

- 6.26. The final decision on the award of the PhD degree shall be made by the University Senate through recommendations from the SPGSC.
- 6.27. Candidates awarded degrees by Senate shall be presented for graduation at the next graduation ceremony.

## **D. POSTDOCTORAL STUDIES**

### **1.0 Definition**

Postdoctoral studies are intended to help candidates to further deepen their expertise in a specialist subject, and make positive contributions to their field of specialization. Postdoctoral studies can be of two types: research only, or a combination of research and teaching. As such, postdoctoral candidates may be funded through an appointment with a salary or an appointment with a stipend or sponsorship award. Depending on the type of appointment, postdoctoral candidates may work independently or under the supervision of a mentor who is a Senior Researcher/Principal investigator/Research Project leader or Research Chair.

### **2.0 Objectives of Postdoctoral Programme**

- 2.1 To allow Departments and established research units the opportunity to recruit excellent postdoctoral candidates to enhance their research activities.
- 2.2 To provide outstanding postdoctoral candidates

from within and outside SUA and Tanzania with opportunity to develop and transfer new skills to SUA or to other institutions.

- 2.3 To develop the careers of postdoctoral candidates as academicians by involving them in teaching and co-supervision of undergraduate and postgraduate students.
- 2.4. To enable departments/research units to develop new areas of research and enhanced research productivity through increased level of publications and postgraduate student outputs.

### **3.0 Qualifications and Appointment**

- 3.1 A PhD degree acquired within the last five years shall be the prerequisite.
- 3.2 Such candidate shall have applied and obtained sponsorship from a research project manned by SUA or for which SUA is a partner or appointment from SUA.
- 3.3 Stipend or salary for such Postdoctoral Fellows shall not exceed the equivalent to the starting salary of a Lecturer.
- 3.4 Candidates disposing financial support from other sources shall apply for appointment as Postdoctoral Research Fellows and pay university fees at the rate applicable to Research Associates.  
SUA may annually grant fellowships to its staff to enhance their research skills. Research leaders/ Chair at the University may as well submit proposals in order to be allocated funds to enable them host excellent postdoctoral candidates.

## **4.0 Duration and Award**

- 4.1 Postdoctoral candidates will be registered for one year renewable once. No candidate shall retain the Postdoctoral position for more than two years. Candidates wishing to continue with research will have to register as Research Associates.
- 4.2 For the duration of two years, a satisfactory progress report at the end of the first year will justify continuation to the second year.
- 4.3 Progress for postdoctoral candidates shall be monitored through submission of progress reports on six monthly basis as is the case for Master and PhD students and through seminar presentations. The postdoctoral candidate will be required to present at least two public seminars, one of which should be at the end of the study period.
- 4.4 At the end of the postdoctoral programme, candidates will be required to submit a comprehensive final report, describing the nature of the research work, methods applied, research achievements, constraints, publications made and recommendations for furthering the research work.
- 4.5 A certificate to attest successful completion of the postdoctoral programme by the candidate shall be awarded. This shall indicate the areas of research specialization, major achievements and the extent of involvement in teaching.

## **E. DOCTOR OF SCIENCE**

### **1.0 Qualification**

The Doctor of Science degree is granted for an original contribution of distinguished merit to some branch of science or humanities.

### **2.0 Eligibility for Candidacy**

The following shall be eligible for candidacy for the award of Doctor of Science of Sokoine University of Agriculture:

- 2.1 Holder of Bachelor's degree of Sokoine University of Agriculture of at least ten years standing, **or**
- 2.2 Holder of Master's degree of Sokoine University of Agriculture of at least eight years standing, **or**
- 2.3 Holder of PhD of Sokoine University of Agriculture of at least five years standing, **or**
- 2.4 Holder of a Bachelor's, a Master's or a PhD degree of the former University of East Africa and University of Dar es Salaam of the same standing as indicated in 2.1 - 2.3 above, **or**
- 2.5 Holder of a degree of any other recognised University of the same standing as indicated in 2.1 - 2.3 above provided that at the time of applying for candidacy he/she will have served at Sokoine University of Agriculture in teaching/research or other approved role for a minimum period of four years.

### **3.0 Application for Candidacy**

- 3.1 A candidate for this award shall normally apply for a Doctor of Science of the College/School/Directorate

in which the subject of his previous degree(s) was studied.

- 3.2 The candidate must apply to the relevant College/School/Directorate Academic Committee giving sufficient evidence of his qualifications for the Doctor of Science candidacy (e.g. through his/her complete *Curriculum vitae*).
- 3.3 The candidate's application must be accompanied by a unifying statement of not more than 5,000 words which concisely, but comprehensively sums up his significant contribution(s) to knowledge in a chosen theme.
- 3.4 Together with the unifying statement, the candidate must submit a compilation of his/her important and original published works (excluding work earlier submitted for Master's or PhD degrees). Published works shall mean work printed as book or papers in reputed periodical or work already accepted for publication. Emphasis on published work is taken seriously to ensure that the work submitted for examination has been available for criticism.
- 3.5 The candidate's application for candidacy shall be scrutinised by relevant College/School/Directorate Academic Committee and approved by the University Senate Postgraduate Studies Committee.

#### **4.0 Submission of Published Works and Examination**

- 4.1 The work submitted by the candidate shall be in four copies and be referred to three examiners appointed by the College/School Postgraduate Studies

Committee through recommendations from Heads of Departments. All the examiners shall be external to the University. Examiners for the Doctor of Science shall therefore be selected from among the most highly distinguished international scholars in the subjects, preferably holders of Doctor of Science themselves.

- 4.2 The work shall be accompanied by a declaration by the candidate that it has neither been submitted nor concurrently being submitted for a degree award in any other University. Moreover, the candidate shall declare that he/she has not breached any plagiarism standards.
- 4.3 The job of the examiners shall be to examine the candidate's contribution to ascertain that:
  1. The work shows outstanding originality.
  2. The candidate's contribution to new knowledge has been substantial.
  3. The format of presentation of the candidate's work is acceptable.
- 4.4 The examiners shall submit reports on the candidate's published work recommending in definite terms whether or not the Doctor of Science degree should be awarded to the candidate. In case of disagreement among examiners, the guidelines applicable to Masters or PhD examinations shall apply.
- 4.5 The examiners may recommend the candidate to appear for a *viva voce* examination. Under such circumstances, the PhD regulations for *viva voce* examinations shall be used as guidelines.

- 4.6 A candidate who fails to qualify for the Doctor of Science Award shall not be allowed to re-apply for the same degree until after at least three years.
- 4.7 The successful Doctor of Science candidate shall be required to give a public lecture on his/her contributions within six months before the date of award.
- 4.8 Where a candidate fails to present the lecture within the specified period, consideration of the award shall be withdrawn.

## **F. POSTPONEMENT, FREEZING, DEREGISTRATION, EXTENSION OF REGISTRATION AND DISCONTINUATION**

### **1.0 Postponement of Studies**

- 1.1. A candidate who has secured admission may defer or postpone registration for a period of up to two years during which his/her admission will remain valid.
- 1.2. After registration, a candidate who is doing coursework or developing research proposal may be allowed to postpone studies for a maximum period of one year irrespective of the degree he/she is pursuing. Such permission shall be granted in writing by the Chairperson of College/School/Directorate Academic Committee.
- 1.3. Candidates that will have postponed studies after

registration shall upon resumption of studies be required to start where he/she ended before postponement.

- 1.4. On resumption of studies, such candidates will be required to compensate University fees proportionate to the amount spent before postponement of studies.

## **2.0 Freezing Studies**

- 2.1. A candidate who has just embarked on research can be allowed to freeze studies for a maximum period of one year irrespective of the degree he/she is pursuing.
- 2.2. Students applying for freezing studies on non-medical ground shall pay a retention fee of 20% of the annual university fee.
- 2.3. The year under freezing shall not be counted as part of the registration period of the candidate. No candidate shall be allowed to freeze studies for more than two years during the study period.
- 2.4. No fees paid to the University will be reimbursed in case the student fails to resume studies.
- 2.5. Candidates resuming studies after freezing, may need to have their research proposals reviewed in order to ascertain that their proposals have not been overtaken by time.
- 2.6. Permission for freezing studies shall be granted in writing by the Chairperson of College/School/



### **3.0 Deregistration**

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

### **4.0 Extension of registration**

- 4.1. A candidate doing master or PhD by research and thesis who fails to submit their research proposal within 9 months after the date of registration shall apply for an extension of registration. The maximum allowed duration for research proposals approval

shall be 12 months from the date of registration for master's degree by research and thesis, master's degree coursework and research, and PhD by research and thesis. The maximum allowed duration for research proposal approval shall be 15 months from the date of registration for PhD programme by coursework and research.

- 4.2. A candidate who fails to complete studies within 18 or 24 months (for master degrees) or 48 months (PhD degrees) shall apply for an extension of registration. The maximum extension of registration period shall 12 months for master and PhD degree programmes.
- 4.3. Applications of extension of registration shall be approved by the Chairperson of College/School/Directorate Academic Committee.
- 4.4. After approval of the extension of registration, the student shall be required to pay fee as will be determined by the University.

## **5.0 Discontinuation from Studies**

- 5.1. Student discontinuation shall be approved by Senate through recommendations from College/School/Directorate Boards.
- 5.2. Discontinuation from studies refers to termination of the registration of a student due to failure by the student to maintain satisfactory academic progress, academic dishonest or general conduct in any phase of his/her postgraduate programme. Candidates shall be discontinued from studies on any of the following

grounds:

- 5.2.1. Candidates who shall abscond from studies or be absent from classes/station for more than two weeks without prior approval of the Supervisor or Head of the relevant Department/Directorate.
- 5.2.2. Students failing to submit approved research proposals latest within 12 months.
- 5.2.3. Students failing the same topic of a referred seminar presentation three times
- 5.2.4. Students with overall GPA of less than 3.0 and failing in more than two examinations.
- 5.2.5. Students failing probation two times examination.
- 5.2.6. Fulltime students failing to complete studies within official period shall be discontinued from studies.
- 5.2.7. Students' involvement in acts of plagiarism beyond the acceptable level, and
- 5.2.8. Unacceptable dissertation as recommended by examiners.
- 5.2.9. Student's dissertation is unacceptable after re-submission and re-examination.
- 5.3. Students can also be discontinued from studies due to acts of indiscipline that contravenes the University students' by-laws.
- 5.4. Senate decision on discontinuation shall be communicated to the student by the Secretariat of

the Senate through the Principal/Dean/Director and Head of the Department.

- 5.5. No fees paid to the University will be reimbursed to any student or sponsor in the case of discontinuation of a student from studies for any reason.

## **G. STUDENTS COMPLAINTS AND APPEALS**

### **1.0 Students complaints and appeals**

- 1.1. All non-academic complaints shall be referred to the Dean of students while academic complaints shall be referred to the College/School/Directorate Postgraduate Studies Committee upon recommendation from the Head of Department.
- 1.2. The Dean of Students will investigate non-academic complaints while College/School/Directorate Postgraduate Studies Committee will do so for all academic complaints, and College/School/Directorate Academic Committee.
- 1.3. The Senate shall have the final decision on all complaints among students and between students and staff upon recommendations from the Dean of

Students and College/School/Directorate Academic Committee.

## **2.0 Students appeals**

- 2.1 The student has the right to appeal against discontinuation in writing to the Senate.
- 2.2 All appeals shall be settled by the University Senate through Senate Postgraduate Studies Committee. Senate's decision is final.
- 2.3 Any appeal against discontinuation should be applied within two months from the date of Senate decision.
- 2.4 No student shall be allowed to appeal against the same case for more than two times. Similarly, student shall be allowed to appeal against any case within one year from the date of discontinuation from studies.

## **H. PREPARATION OF DISSERTATIONS/THESES**

1. Every candidate shall be required to follow the guidelines approved by the University Senate during the preparation of dissertation/thesis. These guidelines have been published under the title: "Guidelines for Preparing Dissertations/Theses and other Publications".
2. Supervisors should ensure that candidates comply with these guidelines before the dissertations/theses are submitted for examination.
3. As these guidelines are part of the terms of references

for examiners, failure to follow them will affect the examination results.

## **I. ACADEMIC MISCONDUCTS AND CONSEQUENCES**

### **1.0 Academic misconducts**

1.1. A candidate shall be deemed to have committed research misconduct if a supervisor, examiners, Head of Department, member of the various committees responsible for checking and certifying compliance to approved publication standards or any other person observe the following:

- a) Plagiarism: Refers to acts where a person appropriates other people's material/work without giving proper credit or acknowledgement or submission of the same, or substantially the same work more than once at the same or another institution.
- b) Fabrication: Acts where results are made and recorded as if they were real;
- c) Falsification: Acts where research processes are manipulated or changed and or data are omitted.
- d) Use of payment or otherwise a third-party to produce the dissertation/thesis in whole or in part.

- e) Collusion: Acts where two or more students or when a student and another person collaborate to produce the same work submitted by each, without prior formal permission for such collaboration.
  - f) Coursework examination irregularities such as cheating and abscondment tests and examinations.
- 1.2. The maximum acceptable level of plagiarism shall be 30% and will be determined by an anti-plagiarism software approved by SUA.

## **2.0 Consequence of academic misconducts**

- 2.1 All cases of alleged coursework examination irregularities shall be referred to the College/School/Directorate Boards upon recommendation from College/School/Directorate Academic Committees.
- 2.2 Upon completion of the case's examination, the College/School/Directorate Boards shall submit its recommendations to Senate for approval. Depending on the degree of academic misconduct, the following sanctions shall be applicable:
- (i) Rejection of the work (research proposal, dissertation or thesis) or part of the work and therefore the student be required to re-write or re-take the research work;
  - (ii) Discontinuation from studies OR;
  - (iii) Revocation or deprivation of a degree or other

academic credentials already awarded by the University.

## **J. GUIDELINES ON SUPERVISION OF HIGHER DEGREE CANDIDATES**

### **1.0 Appointment of Supervisors**

- 1.1. A master's and PhD degree student shall be supervised by one or more supervisors, one of whom should be the main supervisor. All supervisors must be holders of PhD or equivalent while the main supervisor must, in addition, be an expert in student's area of research.
- 1.2. Supervisors shall normally be allocated from amongst SUA staff. Where a candidate is allocated a supervisor from institutions outside SUA, he/she must also be allocated a supervisor from SUA.
- 1.3. Supervisors shall be appointed by Head of Department upon recommendations from the departmental Postgraduate Studies Committee during the first month after the registration.
- 1.4. During appointment of supervisors, the Head of Department must be guided by the overall workload of the individual in terms of teaching, research, administration and other responsibilities. It is recommended that when one is a sole supervisor, the maximum number of students to supervise should be five while in co-supervision or supervisory committee, the maximum number of students should be eight.



- 1.5. The Department or College/School hosting the degree programme shall appoint supervisor(s) for each student on the basis of the nature of the intended research.
- 1.6. A supervisor shall not, in any manner, have a close personal relationship to the student who is under his/her supervision.
- 1.7. Postgraduate research supervision shall be guided by a contract between supervisors and students coordinated by the Head of Department.
- 1.8. In case of the supervisor finishing contract with SUA and the student is in the final stages of his/her studies, arrangements shall be made in such a way that the supervisor leads the student to completion of studies. Another supervisor shall be appointed if the student is just beginning his/her research.
- 1.9. Before agreeing to supervise a postgraduate student, supervisors shall satisfy themselves that:
  - (a) They have the necessary knowledge and expertise to supervise the project which the student wishes to undertake.
  - (b) The project is appropriate for the level of degree and can reasonably be undertaken within the required time-scale.
  - (c) They are confident that the student is capable of undertaking the project successfully.

## **2.0 Duties and Responsibilities of Supervisors**

The Supervisor(s)/Supervisory committee shall have the

following responsibilities:

- 2.1. Provide appropriate technical advice and guidance to enable their students to choose and embark on appropriate research theme as well as to train the students to work independently.
- 2.2. Guide the student in formulating an appropriate research project, focus ahead and see the potential and limitations of the research problem before the candidate goes far with the research work.
- 2.3. Ensure that the student maintains satisfactory progress, receives adequate advice and encouragement on coursework and research, and dissertation/thesis preparation reviewed critically and on a continuous basis.
- 2.4. Ensure a positive attitude and relationship with the student in order to identify student's difficulties and problems early enough to avoid unnecessary frustrations.
- 2.5. Be familiar with the student and sensitive to the diverse needs of the student and provide the support required in different circumstances where possible.
- 2.6. Show interest and enthusiasm in the candidate's research work, be accessible and have a positive and friendly relationship with the candidate.
- 2.7. Acquaint himself/herself with all the University's Higher Degree Regulations and guide the student accordingly.
- 2.8. Know and make a distinction when supervising Master's candidates and when supervising PhD

candidates.

- 2.9. Ensure that the student presents seminars as planned by the Chairperson of Departmental Postgraduate Studies Committee.
- 2.10. Recommend to the Head of Department any remedial or formal courses appropriate to the student's field of study.
- 2.11. Support and monitor the student's progress through a research plan, a planned schedule of meetings and formal contacts, therefore avoid wastage of time and resources, and ensure the student submits research progress report periodically at interval of six months (Appendix 12).
- 2.12. Propose a temporary supervisor to the Head of Department in case of his/her unavailability for a period of three consecutive months or more.
- 2.13. Ensure the student submits draft dissertation/thesis of his/her research finding. During the review, the supervisor/supervisory committee shall advise the candidate and give suggestions where improvements are required. In any circumstance, the supervisor or SUA staff shall not assume the role of the students such as writing the draft dissertation/thesis for the student.
- 2.14. Ensure the student submits progress report on time on 30<sup>th</sup> June and 31<sup>st</sup> December.
- 2.15. Ensure that the student submits a dissertation/thesis of an acceptable standard for intended degree programme.
- 2.16. Not engage in corrupt deals with his/her supervisee.

Any evidence in corrupt deals shall lead to termination of his/her supervisory services.

- 2.17. Ensure frequent consultations with the student in order to be aware of new problems in the student's research since the last report and to suggest remedial measures before it is too late.
- 2.18. Have the right to recommend discontinuation of the student who fails to maintain satisfactory academic progress in any phase of their postgraduate programme.
- 2.19. Recommend to the Head of the Department potential external examiners for the candidates' dissertation/thesis.
- 2.20. Ensure that the student's dissertation/thesis is within the acceptable standard and plagiarism level (i.e. 30%). Therefore, supervisor is required to use available anti-plagiarism software approved by SUA to check student's work.
- 2.21. Guide candidate in the revision of the thesis/dissertation as recommended by the examiners and viva voce panel, and finally certify the error free version of the dissertation/thesis for submission.

### **3.0 Responsibilities of Student**

It is the responsibilities of the student to:

- 3.1. Be conversant with all the Higher Degrees regulations and guidelines and to abide to them.
- 3.2. Identify his/her own training and developmental needs, communicate them to the supervisor, and ensure they meet the institution's requirements for

training and skills development.

- 3.3. Request for permission when he/she wants to be absent from the University campus. Permission of up to 14 days shall be granted by the Head of Department while permission of more than 14 days and travel outside the country shall be granted by the Chairperson of College/School/Directorate Academic Committee.
- 3.4. Request to change the supervisor(s) after one month and within three months since assignment of the supervisors if he/she believes that continued supervision by such supervisor will not lead to the satisfactory completion of the degree.
- 3.5. Attend coursework, lectures, examinations, research seminars, and develop concept note and research proposal.
- 3.6. Complete his/her research on schedule as stipulated in the approved research proposal, and write the dissertation/thesis as stipulated in the Guidelines for preparing dissertation/thesis and other publications.
- 3.7. Apply for postponement, freezing studies, extension of registration and de-registration from studies where necessary.
- 3.8. Discuss problems stemming from his/her research with his/her supervisor(s)/supervisory committee and Head of Department.
- 3.9. Write and submit to supervisor(s)/supervisory committee progress reports on time as stipulated in the regulations using standard progress report form for higher degree research candidates (Appendix 12

and Appendix 13).

- 3.10. Act as a responsible member of the institution's academic community in a professional and socially acceptable manner.
- 3.11. Prepare and submit research reports, thesis/dissertation, manuscripts and publications to the supervisors.
- 3.12. Check their dissertation/thesis for plagiarism using anti-plagiarism software approved by SUA before submitting it for examination.
- 3.13. Communicate research findings as appropriate to others in the academic community, as appropriate both orally and in writing.
- 3.14. Defend the ultimate research findings before panel of examiners to qualify for degree award.

#### **4.0. Handling of breakdown of supervisor/student relationship**

- 4.1. In the course of supervising a higher degree student, a situation may arise whereby one or more of the following relationships develops:
  - e) Breakdown in communication between the student and the Supervisor;
  - f) Personal clashes and conflicts between the supervisor and the candidate;
  - g) Hostile relationship between the supervisor and the candidate;
  - h) Refusal of the Candidate to follow the Supervisor's instructions and guidance.
  - i) Harassment including sexual, ethnic, religious

- discrimination, bullying or any other form,
- 4.2. When such breakdown of relationship occurs, it is recommended that either the Supervisor or the student independently report the problem, in writing to the Head of Department. The Head of the Department shall study the nature of the problem and recommend to the College/School/Directorate Postgraduate Studies Committee. This Committee shall decide one or more of the following:
- a) The candidate be warned in writing, about his/her weakness;
  - b) The supervisor be warned, in writing, of his/her weakness;
  - c) The candidate be transferred to another Department;
  - d) The supervisor be terminated from supervision;
  - e) A new supervisor be appointed to guide the candidate;
  - f) Any other reasonable action, including recommendation for discontinuation of the candidate from studies.

## **K. INTELLECTUAL PROPERTY MANAGEMENT**

1. All postgraduate students' innovations shall be protected via patents, plant breeder rights or copyrights.
2. Students and or supervisors/supervisory committee shall report to the Director in writing of DPRTC all research projects with potentially patentable innovations.
3. All dissertations/theses with potential patentable

innovations shall be deposited in SUA Institutional Repository (SUAIR) only when they are issued patents or plant breeder's right.

4. All patented innovations belong to SUA and sharing of benefits from commercialization of innovations shall be as stipulated in SUA Intellectual Property Policy.

## **L. HONORARY DEGREE AWARDS**

### **1.0 Honorary degree award**

- 1.1 The honorary degree of Sokoine University of Agriculture is the degree of Doctor *honoris causa*.
- 1.2 The degree of Doctor *honoris causa* is conferred upon any person who, in the opinion of Senate, has rendered distinguished service in the advancement of any branch of learning or has otherwise rendered himself worthy of such a degree.

### **2.0 Nomination of Candidates for Award of Honorary Degree**

- 2.1 A proposal to award an honorary degree may be made by a member of the Council or a member of the Senate and shall be communicated in writing to the Vice Chancellor.
- 2.2 Every such proposal shall be accompanied by a statement setting forth the honorary degree recommended and the detailed grounds on which the recommendation is based. Serving members of



the academic staff of the University shall not be proposed.

### **3.0 Procedure for Evaluation of Candidates for Award of Honorary Degree**

3.1 Upon receiving a proposal for the award of an honorary degree, the Vice Chancellor shall refer such a proposal to the Senate Postgraduate Studies Committee for consideration.

3.2 The Senate Postgraduate Studies Committee shall study all facts submitted to it and based on an affirmative two-thirds secret ballot majority of all members of the Committee, recommend award of the degree.

In each specific case, the College/School/Directorate in which the degree is proposed to be conferred shall be co-opted to the Senate Postgraduate Studies Committee considering the case.

3.3 Any recommendation made by the Committee for the conferring of any honorary degree shall be dealt with in the following manner:

- (a) The recommendation shall be made separately to the Senate and Council. After consideration of all the facts, members of Council and Senate shall vote independently by secret ballot.
- (b) An affirmative two thirds majority of the members in both Senate and Council shall be required for a decision to recommend for an award of an honorary degree.
- (c) The results of the ballot shall be announced

immediately in the same meetings of Senate and Council. If the two thirds majority is not achieved at Senate, the name of the candidate will be dropped.

- (d) The Deputy Vice Chancellor (Academic) shall serve as the Returning Officer of Council and Senate.
- (e) The Chancellor's approval shall be required before conferring an honorary degree.
- (f) The Vice Chancellor shall nominate a distinguished University Academician to serve as the University Orator for every honorary degree graduand of the University.
- (g) Honorary degree shall, as a rule, be conferred only in the presence of the recipient.

## **M. AEGROTAT AND POSTHUMOUS DEGREE AWARDS**

### **1.0 Aegrotat degree award**

- 1.1. An aegrotat qualification may be awarded to a student who had left the University on established medical grounds after receipt of positive examination reports of his/her dissertation/thesis but fails to attend the oral presentation/*viva voce* examination.
- 1.2. The Head of Department in which the student was registered shall formally make a request to the College/School/Directorate Academic Committee for the aegrotat degree to be considered for award.

- 1.3. The aegrotat degree shall be awarded by Senate upon recommendations from College/School/Directorate Boards.
- 1.4. This aegrotat award shall be considered as a terminal award and thus shall not be used for professional practices by the awardee. However, the aegrotat award may be used for non-professional related employment.

## **2.0 Posthumous degree award**

- 2.1. A posthumous qualification may be awarded to a deceased student after receipt of positive examination reports of his/her dissertation/thesis but fails to attend the oral presentation/*viva voce* examination or dies before the date of conferring the degree.
- 2.2. The Head of Department in which the student was registered shall formally make a request to the College/School/Directorate Academic Committee for the posthumous degree to be considered for award.
- 2.3. Posthumous degree shall be awarded by Senate upon recommendations from College/School Boards.
- 2.4. The word “posthumous” shall appear in all relevant documents of the deceased student such as dissertation/thesis, transcript, certificate, and other academic records.
- 2.5. If the next of kin so desires, the posthumous degree shall be awarded in the name of the deceased student and shall be announced at the next graduation ceremony.

## REFERENCES

1. Inter-University Council of East Africa (2018). Draft Standards and Guidelines for Postgraduate Studies in East Africa. 27 pages.
2. Sokoine University of Agriculture (2011). Regulations and Guidelines for Higher degrees, Fifth Edition. 91 pages.
3. Tanzania Commission for Universities (2018). Handbook for Standards and Guidelines for University Education in Tanzania. 135 pages.