



ZANZIBAR UNIVERSITY

GENERAL REGULATIONS
for
POSTGRADUATE PROGRAMMES
FIRST EDITION

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The Zanzibar University
Office of Deputy Vice Chancellor (Academic)
Institute of Postgraduate Studies and Research
P. O. Box 2440
Zanzibar, **TANZANIA**

PREFACE

Since 2012, The Zanzibar University has been focusing on postgraduate trainings that have included PhD by Thesis programmes and Masters Programmes by Coursework and Dissertation. Since the inception of the Institute of Postgraduate Studies and Research (IPGSR), efficiency in PG studies has increased.

This First Edition of the Postgraduate Regulations and Guidelines, therefore, has been laid down to reflect the changes and needs of current postgraduate programmes.

After running the postgraduate programmes for some period of time without formal and well documented regulations and guidelines in use and application, a need has come to have regulations in order to remove any ambiguities in application and to fit them in with new realities.

Further, the regulations and guidelines have been put for the purpose of improving the quality of the output at postgraduate level and encourage research based postgraduate output done by the students under their supervisors.

Indeed, this document is the first edition of regulations and guidelines related to postgraduate studies at the Zanzibar University. Regulations and Guidelines are intended to assist postgraduate students and supervisors in planning and producing work of high academic standard worthy of the intended award and market.

This is with consideration that, expectations of postgraduate training and experience are much higher than the undergraduates. The power of analysis and judgment among the postgraduates is expected to be of higher level; their attitude and approach to ideas and arguments is expected to resist any temptations and tendencies towards anti-intellectualism; and their level of organisation in thinking, writing and oral presentations is expected to be very distinctive.

Master's and PhD degrees are intended to prepare graduates to crave for more discoveries and to have greater desires to explore more.

It is believed that, exposing students to comprehensive postgraduate trainings is like giving them the academic experience that will benefit the communities and the nation.

Therefore, it is hoped that this document will be a useful reference material for prospective and continuing postgraduate students, postgraduate students' supervisors, and the Zanzibar University community.

(Dr. Yahya Khamis Hamad)

Director, IPGS&R

July 2019

LIST OF ABBREVIATIONS

DVC	Deputy Vice Chancellor
FPSC	Faculty Postgraduate Studies Committee
GPA	Grade Point Average
IP	Intellectual Property
IPR	Intellectual Property Rights
IPGS&R	Institute of Postgraduate Studies and Research
IPSC	Institute Postgraduate Studies Committee
JDP	Joint Degree Programme
NACTE	National Council for Technical Education
PGS	Postgraduate Studies
PSC	Postgraduate Studies Committee
PhD	Doctor of Philosophy
SPSC	Senate Postgraduate Studies Committee
TCU	Tanzania Commission for Universities
ZU	Zanzibar University

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PART ONE

GENERAL INFORMATION

1.1 Admission Enquiries

1.1.1 All enquiries regarding admissions for postgraduate programmes should be addressed to the Director of the Institute of Postgraduate Studies and Research, Zanzibar University, P. O. Box 2440, Zanzibar, Tanzania.

1.1.2 Postgraduate applicants must submit two letters of academic referees.

1.1.3 The academic year begins in October and ends in September of the following year. During the registration, documents are thoroughly checked. Prospective students are therefore required to bring with them official original transcripts, certificates and other relevant documents as declared on the application forms. Legal action shall be taken against any applicant who presents forged documents.

1.1.4 No change of names by students shall be allowed during the registration or the course of study; students shall only be allowed to use names appearing on their Ordinary Level Certificate.

1.2 Application Fees

1.2.1 An applicant will be required to pay a non-refundable application fee. The fee should be paid when the application forms are submitted in the online system.

1.2.2 The fees will be revised from time to time, as the need arises. Information on the fee applicable for any given year will be obtainable from the Institutes of Postgraduate Studies and Research, the University Prospectus and University Website.

1.3 Coding of Postgraduate Courses

1.3.1 Coding of postgraduate courses shall follow the following numerical order:

- 500 - 598 series for Postgraduate Diploma Courses (except the dissertation);
- 599 for Postgraduate Diploma Dissertations/Research Project Papers;
- 600 - 698 for Masters' Degree courses (except the dissertation);
- 699 for Masters' Degree Dissertations;
- 700 - 798 for PhD courses (except the dissertation);
- 799 for PhD Degree Dissertations/Thesis.

1.3.2 The code name shall be restricted to two letters, followed by the appropriate digits in the series (e.g. CE 612) where CE represents the code of the offering department.

1.4 Entry Qualifications

1.4.1 Postgraduate Diploma

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

- (i) A Bachelors' Degree or an Advanced Diploma or its equivalent from a recognised institution of higher learning.
- (ii) Candidates with equivalent qualifications must also possess at least secondary school certificates with at least five passes.
- (iii) Offering unit may prescribe higher standards.

Applicants who possess foreign qualifications shall be considered for admission after obtaining approval by the Tanzania Commission for Universities (TCU).

1.4.2 Masters' Degree

An applicant for admission into the Masters' Degree programme of the Zanzibar University shall hold the following minimum qualifications:

- (a) At least a Second-Class degree of the Zanzibar University or an equivalent degree from a recognized institution of higher learning. Candidates who hold an unclassified degree (e.g., M.D.) should have at least a B grade average in the subject of the intended Masters study or evaluated as Good.
- (b) Candidates with a coursework average of B+ or higher in specified Postgraduate Diplomas may upgrade to registration for a dissertation leading to a relevant Masters' Degree.
- (c) For Masters by Thesis programmes, candidates must have at least an upper second degree in the relevant field.
- (d) The offering unit may prescribe higher standards.

Applicants who possess foreign qualifications shall be considered for admission after obtaining approval by the Tanzania Commission for Universities (TCU).

1.4.3 Doctor of Philosophy Degree

A candidate for admission into the Doctor of Philosophy degree programme of the Zanzibar University shall hold the following minimum qualifications:

- (a) Master's degree of the Zanzibar University or an equivalent Masters' degree from a recognized institution of higher learning; or
- (b) Provisional admission will be considered for candidates who have completed their Master's degree requirements and waiting for their final results.

Applicants who possess foreign qualifications shall be considered for admission after obtaining approval by the Tanzania Commission for Universities (TCU).

1.4.4 Other Requirements

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

1.5 Registration

1.5.1 Candidates will be registered either for coursework study followed by research leading to a dissertation or by research leading to a thesis without a prescribed coursework component.

1.5.2 A candidate may register as a full-time or part-time student.

- (a) Registration will take place during the first two weeks of Semester I and Semester II for the respective academic year.
- (b) Students seeking registration during the third week shall be liable to a surcharge paid per day as the ZU Council may from time to time prescribe. No student shall be registered after the third week since the commencement of the semester.
- (c) Registration shall be affected upon submission of the following:
 - (i) dully filled registration form (ZU/PG.F01);
 - (ii) evidence of payment of the University fees;
 - (iii) originals and certified copies of transcripts and certificates; and
 - (iv) two passport-size color photographs.

- (d) A candidate shall renew their registration at the beginning of every subsequent year by submitting a duly filled form (ZU/PG.F02) and upon paying the fees due to the University.
- (e) Failure to renew registration shall lead to automatic discontinuation from studies.
- (f) Candidates shall only be registered by names appearing on their certificates or a Deed Poll showing a legal change of names before registration. No change of names by students shall be entertained during the course of study at the University.

1.5.3 No student shall be allowed to postpone studies after effective commencement of an academic year except under special circumstances and upon producing satisfactory evidence of the reason for postponement. For purposes of this rule, special circumstances shall include:

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

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

1.5.5 A candidate who wants to change courses/programme shall be allowed to do so within two weeks after the normal period of registration. No candidate shall be allowed to change subjects/courses/programmes after the fourth week of commencement of the semester.

1.5.6 With valid reasons, a candidate within their studentships may apply for permission to change their study delivery modes and campus transfer within the Zanzibar University from DVC academic using ZU/PG.F4.

1.5.7 Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme for which transfer is being sought and a vacancy exists in that programme.

1.5.8 Every registered candidate is required to submit a progress report to his/her supervisor who shall forward to the Faculty/Institute through the Head of Department.

1.5.9 Masters by Coursework and Dissertation

1.5.9.1 Candidate's enrolled in the Masters' degree by coursework shall observe the following procedures:

- (a) Complete the coursework component of the programme. Under this circumstance, a candidate must pass all courses, including all the prescribed core courses in the programme.
- (b) On Senate's approval of the results, the candidate proceeds to the dissertation phase of the programme. It is essential that a candidate writes and tables a comprehensive proposal in a Faculty seminar for the Faculty postgraduate studies committee to review and approve.

1.5.9.2 Masters by Thesis

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

- (a) Develop a research proposal and present it for review within four months after registration before the Faculty's Postgraduate Studies Committee.
- (b) The Proposal so developed shall be comprehensive and shall conform to the Guidelines on the writing of Research Proposal provided for in **Appendix II** to these Regulations. The proposal should not exceed 25 pages in length, typed in 12-point font (Times New Roman, CG Times or Times) and have double-spaced lines. 21 2911 1493 07
- (c) On receipt of the Research proposal, the Chairperson of the Faculty Postgraduate Committee shall distribute a copy of the proposal for scrutiny at least seven days before the date of the seminar presentation.
- (d) On the date of presentation the candidate shall be allowed 30 minutes of presentation followed by 1 hour and 15 minutes of questions and answers.
- (e) If satisfied with the Proposal's quality, the Faculty shall submit the proposal to the Postgraduate Studies Committee.
- (f) The candidate shall be called to present his/her Research Proposal before the Postgraduate Studies Committee.
- (g) If satisfied with the quality of the Proposal the School's/Institute's/College's Postgraduate Studies, Research and Publications Committee will subsequently approve the proposals and report to the Senate Postgraduate Studies Committee for noting.
- (h) Research proposals of a candidate for Masters-by-thesis must be submitted to the Faculty Postgraduate Studies, Research and Publications Committee and approved within six months from the date of formal registration. Candidates shall pay to ZU a fee for each monthly extension beyond the six months as the Council may from time to time prescribe.
- (i) The duration of the study for a candidate of Masters by thesis, shall be two years for full-time candidates and three years for part-time candidates.

- (j) A candidate registered for Masters' by thesis, may on the recommendation of the relevant Faculty/Institute Board, be required to do one or more formal courses appropriate to their field of study.

1.5.10 Extension of Registration Period

- (a) A candidate who reasonably fails to complete their theses/dissertations within the specified period may apply for an extension using ZU/PG.F18 of the registration period.
- (b) The student shall pay a monthly extension fee as the Council may from time to time prescribe.
- (c) The extension period shall not exceed six months for full-time and twelve months for part-time candidates.
- (d) Under very special circumstances, the Senate Postgraduate Studies Committee may consider a further extension of registration period for a maximum of six months provided that the period so allowed shall be within the maximum allowable period of registration.

1.5.11 Postponement of Studies

- (a) Postponement of studies shall mean stopping studies for a semester of a full academic year where the period will count into the student's registration period.
- (b) Postponement of studies shall not be entertained. However under special circumstances, permission to postpone studies may be considered as per regulation **Error! Reference source not found.** for students at the coursework phase. Students on thesis and dissertation phase shall be required to freeze registration as per regulations **Error! Reference source not found.**

1.5.12 Freezing of Studies

- (a) Freezing of studies shall mean stopping studies for a specified period of time where the period will not count into the student's registration period.
- (b) If, for any sound reason, a candidate fails to continue with his/her studies, he/she may apply to the Senate Postgraduate Studies Committee for freezing of registration through his/her Faculty/Institute.
- (c) The maximum period for such freezing shall be two years.
- (d) Freezing of studies is not allowed for students during the coursework phase.
- (e) Permission to resume studies must be sought from the DVC Academic using form ZU/PG.F15.

1.5.13 Permission and Approval for Travel

- (a) A candidate shall not be away from the University without a permission duly granted by the relevant authorities.
- (b) For travel within country permission must be sought from Faculty/Institute and approval copied to the DIPGSR for noting.
- (c) For travel outside the country permission must be sought from DVC –academic through Department, Faculty/Institutes and DIPGSR.

- (d) Student permitted to travel should notify the permitting authority on her/his return using form number ZU/PG.F17.

1.5.14 Duration of the Postgraduate Programmes

- (i) The maximum duration of the study for a Postgraduate Diploma shall be two years for full-time and three years for part-time students.
- (ii) Master programmes will normally be of four academic semesters with a minimum duration of three academic semesters and a maximum of eight academic semesters for full time candidates. The eight semesters include the leave of absence that, under very specific circumstances, the candidate may be allowed to take by the University authority.
- (iii) Including the freezing time, part time Masters candidates will have a maximum of 10 academic semesters to complete their studies.
- (iv) For full time study, the duration of any PhD degree shall be a minimum of six academic semesters and a maximum of ten academic semesters. The ten semesters include the leave of absence that, under very specific circumstances, the candidate may be allowed to take by the University authority.
- (v) Including the freezing time, part time PhD candidates will have a maximum of 14 academic semesters to complete their studies.
- (vi) Upon recommendation by the respective faculty's technical committee on the relevance of the postgraduate work that has been accomplished, a candidate may be allowed to transfer up to a maximum of one third, of the required graduation load, of the relevant postgraduate work that has been done in other faculty or institute. The time will be proportionately calculated.
- (vii) A candidate who fails to complete the study programme within the maximum period of registration shall be discontinued from studies.

1.6 Length of a Semester

The length of an academic semester shall be 17 weeks, with 15 weeks of teaching and 2 weeks of examinations.

1.7 Semester Load

A minimum of 60 credit hours has to be completed per semester.

1.8 Programme Load

A minimum of 540, 180 and 120 credit hours has to be completed for the award of PhD degree, Master's degree and Post-graduate Diploma, respectively.

1.9 Minimum and Maximum Credit Units per Course

The minimum size of a course shall be 6 credits and the maximum size shall be 15 credits

1.10 Transfer of Registration

Without affecting the TCU regulations, where it has been specified in a degree programme:

-

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

1.10.1 Credit Transfer from and to other Universities to ZU

- (a) Postgraduate candidates from other universities may transfer their credits to ZU.
- (b) Candidates from other Universities who would like to complete their postgraduate programmes at the Zanzibar University, may apply to Senate using Postgraduate form number ZU/PG.F20 through respective Faculty/Institutes and Senate Postgraduate Studies Committee to transfer from their previous Universities credits/units that do not exceed 1/3 of the total credits/units for the programme, provided the former institution is accredited and the candidates meet the minimum entry qualifications for the programme in which they wish to enroll. For purposes of this regulation, the term 'entry qualification' shall include the respective programme's cut-off point in the relevant year.
- (c) Student credit transfer is allowed between Universities only which are full accredited by a recognized body in the country

- (d) Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.
- (e) Students discontinued from other universities shall not be allowed to transfer credits to the Zanzibar University.
- (f) Students shall be required to undertake at least $\frac{2}{3}$ of degree programme credit units at ZU. Maximum credit allowable for transfer, therefore, is $\frac{1}{3}$ of the required credit units of a ZU degree programme.
- (g) ZU students on study-abroad programmes shall be allowed to transfer credits obtained from the other University to ZU.
- (h) Transfer of credits from ZU to other universities shall be governed by regulations of the receiving University.

1.10.2 Criteria for Establishing Equivalency of Courses

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

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

1.10.3 Grades Conversion

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

1.10.4 Procedures and Administration of Student Credit Transfer

- (a) An application for transfer of credits from other universities to ZU shall be made at least three months prior to the commencement of the semester for which the transfer is expected to become effective.
- (b) An Application for credit transfer shall be submitted in writing to the Deputy Vice Chancellor (Academic) and shall be accompanied by the copies of all required supporting documents.
- (c) Supporting documents for credit transfer application shall include the following: Official transcript (to be sent by the other university direct to ZU), Letter of introduction/recommendation from the previous university, Course description, catalogue or syllabus (to include number of hours of teaching, method of assessment and grading system), An official translation of the original documents (in case of non-English documents), Photo-attached personal

identification documents e.g. Birth certificate, passport or ID, and Certified copies of the original certificates used to gain admission into the Previous university.

- (d) The applicant for credit transfer shall pay a non-refundable administration fee to be determined from time to time. The payment of fee shall not apply to ZU students on study arrangements abroad.
- (e) The final determination of the application shall be made by the Senate.
- (f) Prior to transmission to Senate for determination, the application shall be scrutinized by relevant committees responsible for admission at the Department/unit, Faculty/Institute and the Institute of Postgraduate studies and research.
- (g) The application shall be determined positively on following grounds:
 - (i) That the applicant meets the criteria for admission in the programme
 - (ii) The course/courses is/are not offered at the University of registration (applies only for short-term transfers),
 - (iii) Serious Illness (to be certified by ZU medical officer in-charge),
 - (iv) Exchange programmes
 - (v) Refugee situation,
 - (vi) Returning residents,
 - (vii) Severe financial problems
- h. Cases of ZU's study-abroad students shall be dealt with on case-by-case basis.

1.11 Intellectual Property Rights Contract

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

PART TWO

GENERAL UNIVERSITY EXAMINATION REGULATIONS

2.1 End of Semester Examinations

- 2.1.1 Candidates registered for Postgraduate Diploma, Masters/PhD by coursework and dissertation programmes shall sit for end of semester examinations for each course following assessment procedures approved by the relevant Faculty/Institute, Senate Postgraduate Studies Committee and Senate.
- 2.1.2 Unless otherwise specified by respective faculty/institutes, the general relationship between marks, letter grades, grade points and award, numerical score and shall be as follows: -

Marks (%)	Letter Grade	Grade Points	Remarks	Award
70 – 100	A	4.5-5.0	Excellent	First Class
60 – 69	B+	4.0-4.4	Very Good	Second Class
50 – 59	B	3.0-3.9	Good	Pass
40 – 49	C	2.0-2.9	Marginal	N/A
0 – 39	D	0-1.9	Satisfactory	N/A

- 2.1.3 All coursework examination results must be submitted to the relevant Boards of the Faculty/Institutes, Senate Postgraduate Studies Committee and Senate for approval.
- Presentation of examination results to Boards of Faculty/Institute; Senate Postgraduate Studies Committee and Senate shall be in accordance with the University approved format.
 - Candidates must successfully complete the coursework phase before they are allowed to proceed to the dissertation phase. Successful completion of the coursework phase shall mean attainment of a "B" grade or above (i.e. a grade point average (GPA) of at least 3.0) in all examinations.
 - Candidates who fail in one or more examinations, but whose GPA is 2.7 and above shall be allowed to do supplementary examination(s) in the failed course (s).
 - Candidates who fail to attain a GPA of at least 2.7 shall be discontinued from studies.
 - Candidates who fail in any supplementary examination and have a GPA of 3.0 and above may be allowed to repeat the failed course(s) within the

maximum registration period, but shall be allowed to proceed to the dissertation phase.

- f. Repeating of the failed course shall imply attending classes, doing all course work administered prior to sitting for University Examinations and pay the due fees to be established by the University Senate.
- g. A maximum grade after supplementary or repeating of the course shall be "B"
- h. Candidates who fail to attain a GPA of at least 3.0 after supplementary examinations shall be discontinued from studies.
- i. Examinations office will administer supplementary examinations within a period of three months of Senate approval of the results.
- j. University Regulations applicable to processing of examinations, internal independent examination and external examination process shall apply *mutatis mutandis*.
- k. Computation of the final GPA for a degree shall be based on the minimum number of credits required to complete a degree programme or the closest number marginally exceeding the prescribed minimum by including
 - (a) All the prescribed core courses
 - (b) The best performed elective courses.
- l. Grades of all courses attempted by the candidate shall appear in the transcript.

2.2 Registration for Examinations

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

2.3 Eligibility for Examinations

- i. The Dean of a Faculty or the Director of a teaching Institute may bar any candidate from being admitted to any examination in any subject or course where satisfactory attendance of a minimum of 70% of the prescribed contact hours for the course is not attained.
- ii. Candidates are required to complete coursework before they can be allowed to sit for the University Examination.
- iii. A candidate whose work or progress is considered unsatisfactory may be required by the Senate, on the recommendation of the appropriate Faculty or academic Institute Board, to withdraw from the University or to repeat any part of the course before admission to an examination. Failure in an examination, including a session or semester examination may be regarded as evidence of unsatisfactory progress.
- iv. Where a candidate who has not registered for studies or for a course sits for an examination, the examination results shall be nullified.

2.4 Absence from Examinations

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

2.5 Assessment and Examination

- i. The Head of Department must make sure that students are made aware of all required evaluation procedures at the beginning of the course.
- ii. A candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written and practical examinations.

- iii. Each course will be examined at the time of its completion and a grade awarded. The grade will be based on a final university examination and a course work assessment. The coursework assessment and final university examination shall constitute the percentages as approved in the programme. Coursework assessment for courses that are practical/methodology/research/Laboratory/field based may however, with the approval of Senate, constitute up to 100% of the total course assessment but shall be available for scrutiny by the External Examiner.
- iv. The minimum passing grade shall be 'B' where marks are rounding of all decimals of the marks.

2.6 Examination Dates

- i. Examinations in all faculties and academic institutes shall be held at a time to be determined by Senate, which shall normally be at the end of each semester, subject to such exceptions as Senate may allow upon recommendation by a faculty or academic Institute Boards.
- ii. A candidate who, for reasonable cause, was unable to present himself/herself in the ordinary examinations may, with the special permission of Senate or in that behalf the Faculty/Institute Board as the case may be, present himself/herself for examination at a time fixed for any supplementary examination.

2.7 Examination Irregularities

- (i) An examination irregularity includes:-
 - (a) Unauthorized absence from or presence in the examination room;
 - (b) Possession of unauthorized materials either before or after or during examination by a candidate or non-candidate;
 - (c) Copying, communicating or causing disturbance and any other unfair practice in or near any examination room;
 - (d) Cheating during examination time; and
 - (e) Failure of the candidate to adhere to regulation number 11.9 (ii) (b) of University Prospectus.
- (ii) In this regulation:
 - (a) "Unauthorised materials" include:-
 - 1 Unauthorized painting;
 - 2 Unauthorized hand-written or printed materials;
 - 3 Any unauthorized part of University answers script;
 - 4 Whole or part of unauthorized examination paper; and

- 5 Unauthorized electronic devices or any other material specified from time to time by the University Senate.
- (b) “Unauthorized absence from examination room” includes:-
 1. Going out of the examination room by a candidate, temporarily; or otherwise;
 2. Staying outside the examination room for unduly long period without permission from the invigilator.
 3. “Unauthorized presence in the examination room” includes entering into examination room by a non-candidate, temporarily or otherwise, pretending to be a candidate who is supposed to write that specific examination.
 4. “Cheating in examination” includes any form or kind of dishonesty or destruction or falsification of any evidence of examination irregularity.

2.8 Procedure for Managing Examination Irregularities

2.8.1 All cases of alleged examination irregularities shall be referred to the Senate Examinations Committee through the Examinations Officer.

2.8.2 The procedure for handling examination irregularities shall be as follows:-

- (a) A candidate found cheating shall have his/her materials confiscated, but will be allowed to continue doing the examination.
- (b) Both the invigilator and the candidate concerned shall sign unauthorised materials, if possible and fill the Examination Cheating Form.
- (c) The case shall be reported to the Senate Examinations Committee.
- (d) Senate Examinations Committee shall have power of summoning students and members of staff when it deems necessary.
- (e) Senate Examinations Committee shall submit a report of its findings and recommendations to the Senate based on the gravity of the examination irregularity.
- (f) A candidate or student found guilty of any examination irregularity shall be liable to punishment herein provided.

2.9 Penalties

2.9.1 The Senate may impose one or more of the following penalties: -

- (a) Reprimand;
- (b) Payment of a fine;
- (c) Nullification of the relevant examination results;
- (d) Suspension from studies;
- (e) Cancellation of University sponsorship; and
- (f) Discontinuation.

2.9.2 Notwithstanding the above provisions, the Senate may impose such a lesser penalty on a candidate found guilty of committing an examination irregularity, depending

on the gravity of the facts or circumstances of the case as the Senate may deem appropriate.

2.10 Approval of Examination Results

2.10.1 The Faculty/Institute Board shall release provisional examination results at the end of each semester. These results are subject to approval of the Senate.

2.11 Appeals

2.11.1 Any student not satisfied by the decision of the Senate has a right to appeal.

2.11.2 Any appeal must be lodged to the Deputy Vice Chancellor for Academic Affairs through the relevant Faculty or Institute Board.

2.11.3 An appeal pertaining to the conduct of any Faculty or Institute's examinations and marking scripts must be lodged in accordance with these regulations within thirty (30) days from the date of approval of the results by the Senate.

2.11.4 Any member of the appellant's Faculty or Institute, who participated in the making of the decision against which the appeal is lodged, shall not have a voting right in the Senate over such an appeal.

2.12 Appeal Fee

All appeals shall be accompanied by a receipt of the appeal fee to be determined from time to time by the Senate.

2.13 Progression from Coursework to Dissertation

2.13.1 Candidates by coursework and dissertation shall qualify to continue with dissertation phase after the successful completion of the coursework component.

2.13.2 Candidates shall be required to give at least one seminar presentation before the initial submission of the dissertation/thesis.

2.13.3 Three months before submitting a dissertation a candidate shall, through the supervisor and relevant Faculty, give a notice in writing to the Chairman of Board of IPGSR showing the intention to submit the dissertation/thesis. The relevant Faculty shall then propose examination arrangements to that effect.

2.13.4 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 and that it has not been submitted for any award at any other Institution. The dissertation/thesis shall be submitted in four copies

2.14 Comprehensive and Viva Voce Examination

- 2.14.1 PhD candidates by Coursework and Dissertation at the end of the coursework part shall be required to do a comprehensive examination as prescribed by the Faculty/Institute before they can be allowed to proceed to the dissertation phase.
- 2.14.2 Masters by thesis and PhD candidates in addition to writing a thesis/dissertation, they shall appear for a Viva Voce Examination.
- 2.14.3 Guidelines for conducting viva voce examinations for Masters' Degree by Thesis Programmes, Comprehensive examination and Viva Voce Examination for PhD Candidates are as in section 4.22 of TCU Standards and Guidelines of 2019.

2.15 Certificates, Certification and Transcripts

- 2.15.1 The Senate shall issue certificates for degrees, Postgraduate diplomas or other award to such candidates as shall be declared to have satisfied the appropriate Board of Examiners and shall have been recommended to and approved by the Senate for the conferment or grant of such degree, Postgraduate diploma, certificate or other award.
- 2.15.2 A certificate shall be issued only once for the same degree or award.
- 2.15.3 Upon application for a transcript, a student or former student shall be given a transcript of his/her academic performance record. The transcript shall be charged a fee as the Council may from time to time prescribe. Any finalist student desirous of obtaining a transcript(s) shall submit an application for a transcript(s), a clearance form and one passport size photograph for the preparation of transcript(s).
- 2.15.4 The final grades of all courses taken by a student shall be entered in the transcript.
- 2.15.5 A student is required to verify the grades/information on his/her transcript/certificate before accepting it. Once taken, no certificate/transcript shall be returned for correction.
- 2.15.6 A fee payable as Council may from time to time prescribe shall be charged for certifying each copy of a degree certificate and academic transcript.

2.16 Instructions to Candidates

- 2.16.1 These instructions should be read together with the above University regulations.
- 2.16.2 All students sitting for examinations shall be in possession of a valid Student ID card, which is to be placed on the top right- hand corner of the desk throughout the examination for Invigilators to check. Students without their ID card shall not be permitted entry to the examination room.
- 2.16.3 Candidates must acquaint themselves with the seating arrangement for their respective examinations in advance.
- 2.16.4 Candidates are advised to be at the examination center at least fifteen minutes before the commencement of the examinations.

- 2.16.5 Candidates will be admitted by the invigilator to the examination room ten minutes before the time the examination is due to begin. Papers will be placed ready on the desks before they enter.
- 2.16.6 No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination and no candidate will be permitted to leave the examination room until thirty minutes have expired.
- 2.16.7 At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator unless instructed otherwise. Candidates must remain seated till the Invigilator tells them to leave the room. Apart from the examination paper, candidates are not allowed to take any examination material out of the examination room.

PART THREE

REGULATIONS ON MASTER'S THESIS/DISSERTATION

3.1 General Regulations

- 3.1.1 To be awarded a Master's degree of the Zanzibar University by coursework and dissertation, a candidate must pass the coursework and dissertation or thesis separately within a given time frame.
- 3.1.2 In Master's degree programmes involving examinations by thesis alone without coursework component, a candidate shall, in addition to writing a thesis, appear for a viva voce examination.
- 3.1.3 A candidates registered for Masters by coursework and dissertation who has qualified to continue with the dissertation phase after successfully completion of the coursework, shall be required to submit a dissertation in partial fulfilment of the degree requirements, within the period prescribed in their respective programme.
- 3.1.4 The preparation and presentation of dissertation/theses shall be governed by these regulations and the Zanzibar University Thesis/Dissertation Preparation Manual.
- 3.1.5 Before the initial submission of the dissertation/thesis for examination, the candidates shall make a presentation to the respective Faculties which shall approve such submission.
- 3.1.6 The dissertation and thesis shall be examined by both External and Internal Examiners who shall both be senior members of staff of academic institutions
- 3.1.7 Faculties may recommend the use of External Examiners from non-academic institutions depending on academic credentials of the examined specialities
- 3.1.8 Both dissertations and theses shall be examined and graded with a letter grade according to form ZU/IPGSR.F1.
- 3.1.9 Based on the Faculty requirements, the grade for the dissertation may contribute to the final grade point average (GPA).
- 3.1.10 Every PhD candidates shall be required to produce at least one paper, published or accepted for publication in an Internationally recognized journal, during the course of their study programme

3.2 Notice of Intention to Submit a Dissertation or Thesis

3.2.1 Prior to submission of the dissertation/thesis for examination, the candidate at least one month prior to submission of the dissertation/thesis for examination shall, through the supervisor, Department and Faculty, give notice in writing to the Chairperson, PSC, expressing intention to submit the dissertation/thesis. This notice shall be submitted using form ZU/PG.F04

3.3 Academic Dishonesty

- 3.3.1 Acts of academic dishonesty shall include but are not limited to: -
 - (a) Plagiarism, or
 - (b) Academic cheating.

- 332 The term “plagiarism” shall be understood to mean the presentation of another person’s works (published or not), ideas or creation from any source as if they were one’s own, presentation of one’s own ideas, previously published or not, without disclosing or acknowledging.

3.4 Detection of Plagiarism

- 341 The supervisor shall be required to verify that the student’s work is original by subjecting the student’s work to TurnItIn or any other plagiarism-detection software approved by Senate.
- 342 The cut-off point for the purpose of these regulations shall be 30% excluding genuine cases referred in the text such as own publications, references, bibliography and preliminary pages. The originality report of more than 30% shall indicate that plagiarism has occurred

3.5 Disciplinary Measures

- 351 The supervisor who fails to detect plagiarism shall be required to provide an explanation in writing why disciplinary measures should not be commenced against them in accordance with the disciplinary procedures of the University.
- 352 Where students submit dissertations or thesis for examination and these are found to have been plagiarized, his/her case shall be presented to the relevant Examiners Board of the Faculty where the student is registered and the Board shall make recommendations to the Board of Postgraduate Studies and Research for the matter to be dealt with as an examination irregularity in accordance with established Regulations of the University.
- 353 Where a student is found to have plagiarized coursework assignment or tests, the examiner shall give a candidate a written warning through the head of department and shall direct the student to submit another assignment provided that upon re-submission, the highest marks to be awarded in the assignment shall be maximum of 50% of the assignment total marks.

3.6 Examination Irregularities

- 361 All examination irregularities cases will be handled in accordance with these regulations.
- 362 If cases of academic dishonesty are discovered after the candidate has been awarded a degree, the University shall have the power to withdraw the award.

PART FOUR

EXAMINATION OF MASTERS' THESES/DISSERTATIONS

4.1 General Regulations

- 4.1.1 A Master's candidate must present a dissertation/thesis to the Faculty or Institute Postgraduate Studies Committee (FPSC/IPSC) to approve that the dissertation/thesis is ready for examination.
- 4.1.2 Every dissertation/thesis shall be examined by at least two examiners who are specialists in the study area as recommended by the relevant FPSC/IPSC through IPGSR Board, and approved by the Senate. At least one of these examiners must be external to the University who has not been attached to the University for at least two years.
- 4.1.3 The Internal Examiner must be a member of the academic staff of the University. The candidate's supervisor shall not act as the Internal Examiner.
- 4.1.4 IPGSR shall be responsible for the submission of theses/dissertations to the Internal and External Examiners.
- 4.1.5 The examiners shall evaluate and grade the thesis/dissertation in accordance with the criteria prescribed in the ZU theses/dissertation grading form ZU/PG.F05.
- 4.1.6 The examiners shall be required to submit their detailed reports on the thesis/dissertation within a period of one month from the date of receipt of the thesis/dissertation.
- 4.1.7 An internal examiner who fails to submit the report within the period prescribed in regulation 4.1.6 shall be required to show cause for the delay. The explanation shall be in writing and shall be addressed to the DVC-Academic through the IPGSR. If the report of any of the examiners has not been received at the expiry of one month from the date of receipt of the thesis/dissertation new examiners shall be appointed.
- 4.1.8 Upon receipt of the examiners' reports, the Faculty/Institute Postgraduate Studies Committee shall determine the candidate's dissertation/thesis final grade.
- 4.1.9 Where the examiners differ significantly (one passes and one fails the candidate or a difference of two grades) in their overall recommendations, the Faculty/Institute Postgraduate Studies Committee shall examine the case and recommend to IPGSR one of the following actions: -
 - (a) The recommendation of the External Examiner be adopted;
 - (b) The average of the examiners' recommendations be considered;
 - (c) An additional independent examiner be appointed;
 - (d) The Faculty/Institute shall be requested to establish a panel from amongst the experts available to examine the candidate orally.
- 4.1.10 A dissertation or thesis passed subject to typographical corrections/minor revisions must be submitted for degree award within one month from the date of the Senate's approval of examination's results. The candidate's supervisor shall verify the corrections in writing.

- 4.1.11 A dissertation or thesis passed subject to substantial corrections and revisions must be submitted for degree award within three months from the date of the Senate's approval of examination's results. The Internal Examiner shall verify the corrections in writing. The University through the Institute of Postgraduate Studies and Research shall automatically pay honorarium to the examiners within two weeks after receiving detailed reports of the dissertation/thesis as determined from time to time by the Council.

4.2 Viva Voce Examinations for Masters' Degree by Thesis Programmes

- 4.2.1 Every Masters' Degree by Thesis candidate shall appear for a viva voce examination in addition to writing a thesis as part of the assessment for the purpose of validating and authenticating the candidate's work.
- 4.2.2 The viva voce examination shall take place only after the IPGSR and Senate have been satisfied that the thesis submitted by the candidate is considered by the examiners to be of acceptable standard.
- 4.2.3 The questions in the viva voce examination shall primarily focus on the candidate's thesis research area but questions in peripheral areas shall also be encouraged if they help to establish the candidate's level of academic maturity in the thesis subject area.
- 4.2.4 The members of the viva voce panel shall be so selected as to ensure that sufficiently qualified and experienced scholars in the research or related area examine the candidate.
- 4.2.5 The viva voce examination shall comprise **five** panel members who are experts in the relevant field of the Thesis appointed by the Senate through the relevant Faculty/Institute Board and the IPGSR and shall be constituted as follows: -
- (a) Chairperson with voting power who shall also be the representative of the Faculty Dean or Institute Director;
 - (b) External Examiner with voting power who examined the thesis or his/her representative;
 - (c) Internal Examiner with voting power who examined the thesis who shall also be the Secretary/Recorder to the Panel;
 - (d) Head of Department where the candidate is registered or his/her Appointee; and
 - (e) Candidate's supervisor with voting power who supervised the student.
- 4.2.6 The Chairperson of the viva voce panel shall be a senior academician preferably a person who has already attained a PhD and not from the candidate's field of expertise.
- 4.2.7 The viva voce panelists shall be provided with full texts of reports from the examiners of the thesis, and copies of the candidate's thesis, at least one week before the date of the viva voce examination.

- 4.2.8 The function of the viva voce examination shall be to make a definite recommendation to IPGSR and Senate whether the candidate has passed or failed after having ascertained: -
- (a) that the thesis presented, the data, methodology, analysis and findings constitute the original work of the candidate;
 - (b) that the candidate fully grasps the broader subject area in which the study is based; and
 - (c) any weakness in the thesis that can be adequately clarified or addressed by the candidate.
- 4.2.9 The viva voce panel shall, as far as possible, work towards arriving at a unanimous decision on the candidate's performance.
- 4.2.10 Where the panelists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision and a majority vote in favour of passing the candidate shall be required for passing a viva voce examination.
- 4.2.11 At the end of the viva voce examination: -
- (a) the panel members shall sign a special viva voce Examinations Results Form, giving a specific recommendation to relevant academic unit handling postgraduate studies on the candidate's performance; and
 - (b) the Chairperson of the panel shall also submit to IPGSR, copied to respective Dean/Director, a comprehensive report detailing all the questions addressed to the candidate and the answers the candidate gave to those questions.
- 4.2.12 Where there is disagreement between the recommendations of the thesis examiners and those of the viva voce panelists, IPGSR shall carefully study the case and recommend to Senate one of the following actions: -
- (a) the candidate revises and re-submits the thesis and subsequently re-appears for a further oral examination, within three months from the date of the decision by the Senate; or
 - (b) the candidate be deemed to have failed outright.
- 4.2.13 The duration of the viva voce examination shall not exceed two hours arranged in the following order: -
- (a) maximum of 30 minutes of an oral presentation;
 - (b) maximum of 1 hour and 10 minutes of questions and answers; and
 - (c) maximum of 20 minutes of deliberations.
- 4.2.14 The Senate shall make the final decision on the postgraduate degree award to the candidate, on the recommendation of the IPGSR Board.
- 4.2.15 Any subsequent publications from a thesis submitted for the postgraduate degree shall contain a declaration stating that the work is based on a thesis submitted to the Zanzibar University.

- 4.2.16 A vice voce examination shall be open to the general public but non-members of the vice voce panel shall be just observers.

4.3 Oral Examinations for Masters' Degree by Coursework and Dissertation

- 4.3 Every Masters' Degree by Thesis candidate shall appear for a viva voce examination in addition to writing a thesis as part of the assessment for the purpose of validating and authenticating the candidate's work.
- 4.3.1 A candidate in a Master by coursework and dissertation degree programme shall be required to make at least two seminar presentations, one during the proposal writing stage and the other during research stage before examination or submission of dissertation.
- 4.3.2 At least one independent internal examiner and one examiner external shall examine the dissertation.
- 4.3.3 The final examination shall include an oral presentation to a panel of at least three examiners including an external examiner or his/her representative.
- 4.3.4 For a candidate in a Master by Coursework and Dissertation programme to qualify for an award a minimum of 180 credits shall be required, which shall be accumulated from at least two semesters with 120 credits and the dissertation shall have a minimum of 60 credits and for a programme with more than three semesters, a multiple of 60 credits per semester shall apply.
- 4.3.5 The examination of the dissertation shall be awarded marks and graded; hence the final award of the candidate shall have a grade.
- 4.3.6 For a candidate to qualify for an award of Master degree by Coursework and Dissertation he/she shall produce and submit to IPGRS at least one draft paper manuscript based on his/her research results intended for submission in peer-reviewed journal, the journal being acceptable or recognizable by the Zanzibar University.

PART FIVE
EXAMINATION OF MASTERS' GRADUATE
PROJECT/RESEARCH PAPER/ESSAY

- 5.1 Candidate shall be required to present his/her graduate project/ research to the Faculty postgraduate studies committee prior to submission of the same for examination. The Committee shall vet the graduate project/ research to establish whether it is ready for examination.
- 5.2 Every graduate project/ research shall be examined by two anonymous internal examiners who are specialists in the area.
- 5.3 The examiners shall evaluate and grade the graduate project/ research in accordance with the criteria prescribed in the ZU theses/dissertation grading form ZU/IPGSR.F6.
- 5.4 The examiners shall be required to submit their detailed reports on the work within a period of One month from the date of receipt of the Graduate Project/Research Paper. If the reports are not received within One and half months, new examiners shall be appointed.
- 5.5 The examination report shall contain a detailed description and focus as per ZU theses/dissertation grading form ZU/IPGSR.6 and shall contain a definite recommendation for one of the following actions:
 - (a) The degree be awarded to the candidate unconditionally;
 - (b) The degree be awarded subject to typographical corrections/minor revisions;
 - (c) The degree be awarded subject to substantial corrections and revisions as indicated in the examination report;
 - (d) The degree not be awarded, but the candidate may be allowed to revise and re-submit the thesis/dissertation for re-examination within maximum period of registration.
 - (e) The degree should not be awarded, but may be resubmitted for a lower award;
 - (f) The thesis/dissertation be rejected outright
- 5.6 The candidate shall present a defense of the Project/graduate essay before the panel formed by the Faculty. The Panelist shall consist a minimum of three expert members and shall summarize the defense results using Form ZU/IPGSR.21. The supervisor (if any shall not be member of the panel)
- 5.7 On receipt of the report, the Faculty Postgraduate Studies Committee shall determine the candidate's Project/graduate essay final grade.
- 5.8 Where the examiners differ significantly (one passes and one fails the candidate) in their overall recommendation, Faculty Postgraduate Studies Committee shall examine the case and recommend that an additional independent examiner (without knowledge of the previous examiners' assessments) be appointed;
- 5.9 Weighting of graduate project should be similar to the weighting of the dissertations or as set by the respective Faculties.

PART SIX
**APPEALS AGAINST COURSEWORK/DISSERTATION/THESIS/
GRADUATE PROJECT/RESEARCH PAPER**

- 6.1 The right to appeal shall be open for every candidate aggrieved by coursework/dissertation/thesis/graduate project/research paper results.
- 6.2 Appeals must be lodged within one month from the date of approval of the results.
- 6.3 Any appeal shall be lodged with the Board of the Appellant's Faculty, which shall forward the appeal with recommendations to senate for approval through DVC Academic office.
- 6.4 Except where unfair marking, wrong computation of marks or grades or other like irregularity committed in the conduct of the examination is alleged, no appeal shall lie in respect of any such examination on any ground.
- 6.5 No appeal will be considered where:
- (a) The candidate appeals for re-marking of examination script but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the internal examiner.
 - (b) It raises for the first-time issues concerning the supervision, teaching or coursework assessment. Such matters will only be considered if they had been raised by the student promptly and in writing, at the time when they first arose.
 - (c) A student alleges illness or other factors but where she/he had an opportunity to postpone studies or examination(s) but voluntarily opted not to take that opportunity.
- 6.6 Any member of the appellant's College, School or Academic Institute Board who participated in the making of the decision against which appeal is lodged shall not have a voting right in the Senate over such an appeal and may participate herein only in terms of presentation of findings and recommendations of the appellant's College, School or Academic Institute Board by answering queries, as the case may be, and shall otherwise be absent from the Senate session considering any such appeal.
- 6.7 Any student or candidate aggrieved by a decision of Senate on terms of the provisions of regulation regarding examination irregularities may apply for review of the decision by the Senate.
- 6.8 The candidate's appeal shall be entertained upon payment of an appeal fee as may be determined by the University Council from time to time.

- 6.9 A student may appeal to the Chairman of Senate against the decision of the Senate on his/her appeal by lodging the appeal through the DVC in charge of academics. Such an appeal shall only be entertained if it had at first been rejected by Senate and if the student presents new developments and/or grounds that were not and could not be made available to Senate.

PART SEVEN

DOCTOR OF PHILOSOPHY (PhD) DEGREE

7.1 PhD Modes of Registration

- 7.1.1 Doctor of Philosophy (PhD) degree of Zanzibar University shall be offered in two modes: -
- a. PhD by Coursework and Dissertation
 - b. PhD by Research and Thesis
- 7.1.2 A candidate may register to undertake the PhD by any of the two modes.

7.2 PhD by Coursework and Dissertation

- 7.2.1 A University shall offer and assess a PhD by Coursework and Dissertation degree programme by continuous assessment (tests, assignments, seminars, and practical sessions), end of semester examination of each course the student registered for and an independent research at the end of which an examinable dissertation shall be produced.
- 7.2.2 At the end of the coursework part, candidates shall be required to do a comprehensive examination as prescribed by the Faculty before they can be allowed to proceed to the dissertation phase.
- 7.2.3 A comprehensive examination shall mean a specific type of examination aimed examining the candidate's broad philosophical and conceptual understanding of the subject area as well as the capacity to develop and communicate logical arguments.
- 7.2.4 The comprehensive examination shall be administered after the candidate has the coursework part but prior to embarking on the dissertation part and shall have the following features: -
- 7241 The examination may vary from one academic unit to another but must examine the candidate's broad philosophical and conceptual understanding of the subject area, as well as the capacity to develop and communicate logical arguments.
 - 7242 It shall be both oral and written and shall be assessed on a pass or fail basis.
 - 7243 The oral examinations shall not take more than three hours.
 - 7244 The written comprehensive examination shall take a maximum of three hours.
 - 7245 A comprehensive examination shall be judged by a panel of experts in the relevant field who possess a PhD. The panel should be constituted by the Dean/Director in consultation with Heads of Departments and shall have an odd number of members i.e. 3 or 5. The most senior member shall chair the panel.

- 7246 A candidate shall be given a minimum of three months to prepare for the comprehensive examination and must pass the examination within a year after completing the coursework
- 7247 A candidate who fails a comprehensive examination shall be required to take another comprehensive examination as recommended by the examination panel.
- 7.2.5 A candidate in a PhD degree programme by Coursework and Dissertation shall be required to make at least three seminar presentations, one during the proposal writing stage and the other two during the research stage before examination.
- 7.2.6 At least one independent internal examiner and two examiners external to the University shall examine the dissertation.
- 7.2.7 The final examination shall include a viva voce session consisting of a panel of five or seven examiners including two examiners external to the University or their representatives.
- 7.2.8 For a professional doctorate degree, the viva voce panel shall include at least one member from the profession involved.
- 7.2.9 For a candidate to qualify for an award a minimum of six semesters with 540 credits shall be required as spelt out in the respective University's degree programme.
- 7.2.10 For a candidate to qualify for an award of the PhD by Coursework and Dissertation, he/she shall have at least one accepted manuscript article/paper in peer-reviewed journal acceptable by the Zanzibar University.

7.3 PhD by Research and Thesis

- 7.3.1 A University shall offer and assess a PhD degree programme by Research and Thesis for a candidate to produce a thesis based on independent research carried out.
- 7.3.2 A candidate in a PhD by Research and Thesis degree programme shall be required to make at least three seminar presentations, one during the proposal writing stage and the other two during the research stage before examination.
- 7.3.3 At least one independent internal examiner and two examiners external to the University shall examine the thesis.
- 7.3.4 The final examination shall include a viva voce session composed of a panel of at least five examiners including two examiners external to the University or their representatives.
- 7.3.5 For a professional doctorate degree, the viva voce panel shall include at least one member from the profession involved.
- 7.3.6 For a candidate to qualify for an award a minimum of six semesters with 540 credits shall be required as spelt out in the respective University's degree programme.
- 7.3.7 For a candidate to qualify for the PhD award he/she shall have at least one paper published and at least two accepted manuscripts articles/papers in peer-reviewed journal acceptable by the Zanzibar University.

7.4 Postponement and Freezing of PhD Studies

- 7.4.1 If, for valid reason(s), a candidate wishes to temporarily stop studies, he/she has to apply to the IPGSR for the postponement of studies (during the coursework phase) or freezing of the registration (during the dissertation phase and for thesis candidates).
- 7.4.2 Postponement of studies and freezing of registration shall be applied using form ZU/PG.F12 and ZU/PG.F13, respectively, through the Head of Department, Dean, Director of Postgraduate Studies and DVC Academic who shall process for approval by the Chairman of the Senate. The maximum periods for postponement of studies and for freezing of registration shall be two years.
- 7.4.3 Candidates who, for valid reasons, fail to complete their programmes within the specified period may apply using ZU/PG.F17 for an extension of the registration period. The candidate shall pay a monthly fee prescribed by Council for such an extension.
 - (a) The total extension period shall not exceed two years for full-time and three years for part-time candidates.
 - (b) The maximum allowable period of registration for a PhD degree shall be six years for full-time and eight years for part-time students.

7.5 Submission of a PhD Thesis/Dissertation

- 7.5.1 The PhD degree examination requires the submission of a thesis/dissertation by the candidate.
- 7.5.2 PhD thesis/dissertation cannot be submitted without publishing at least one journal paper from the work. The paper must be attached as an appendix on the submitted thesis/dissertation.
- 7.5.3 The PhD Thesis/dissertation may be submitted either as a single monograph or journal papers in which case:
 - (a) The candidate shall submit at least 3 journal papers with introduction and conclusion chapters.
 - (b) The journal papers must be published in an international journal recognized by the Zanzibar University.
 - (c) The candidate must be the principal author in all the journal papers submitted for the award of a PhD degree.
- 7.5.4 Regardless of the form of submission, the thesis shall be an original contribution to the field of research by the candidate.
- 7.5.5 For thesis by papers, the candidate should use the introductory section of their thesis to explain and justify in full the nature and extent of the candidate's own contribution and the contribution of co-authors and other collaborators to the publications presented.
 - (a) A significant proportion of the researched materials should be derived from original research undertaken after the date the candidate initially registered with the Zanzibar University.

- (b) The paper shall be inserted and that the pagination sequence should flow throughout the thesis.
- 7.5.6 No candidate may be permitted to submit a thesis/dissertation for the PhD degree in less than 24 months from the date of registration.
- 7.5.7 A PhD candidate may, however, be allowed to submit his/her thesis/dissertation earlier than this if the supervisor and the relevant Faculty is satisfied with the candidate's research contribution of new knowledge.
- 7.5.8 At least three months before the thesis/dissertation is submitted, the candidate shall, through the supervisor, give notice of intention to submit the thesis/dissertation using form ZU/PG.F04
- 7.5.9 Every thesis/dissertation submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format and text presentation. The thesis/dissertation must contain a one-page abstract, which shall concisely indicate the problem investigated, the procedures, research methods employed, the general results, new contributions made, and the major conclusions reached.
- 7.5.10 All PhD candidates must present their dissertation/thesis to the Faculty postgraduate studies committee for it to approve that the dissertation/thesis is ready for examination.

7.6 Examination of Theses/Dissertations and Award of a PhD Degree

- 7.6.1 For every PhD candidate approaching submission Senate shall appoint, on the recommendation of the relevant Faculty and the IPGSR board, at least two qualified examiners, one of whom shall be External to Zanzibar University. The Examiners shall be required to assess the thesis/dissertation following standards prescribed by the University as in the form ZU/PG.F05
- 7.6.2 The internal examiner shall be an expert not involved in the candidate's supervision.
- 7.6.3 Submission of theses/dissertations to the examiners is the responsibility of IPGSR.
- 7.6.4 The examiners shall be required to submit their detailed independent examination reports on the thesis/dissertation within a period of two months from the date of receipt of the thesis/dissertation.
- 7.6.5 If the reports are not received within two months, new examiners shall be appointed.
- 7.6.6 An internal examiner who fails to submit the report within two months shall be required to show cause for delay. The explanation shall be in writing and shall be addressed to the DVC-Academic through IPGSR.
- 7.6.7 The PhD thesis/dissertation should show evidence that the candidate has made an original and significant contribution to knowledge, and each examiner shall submit a summary of the report on the thesis/dissertation using form ZU/PG.F05 with a definite recommendation for one of the following actions: -
 - (a) The PhD degree be awarded to the candidate unconditionally;
 - (b) The degree be awarded subject to typographical corrections and/or minor revisions;

- (c) The degree be awarded subject to making substantial revisions and corrections as recommended;
 - (d) The degree should not be awarded, but the candidate be allowed to revise and resubmit the PhD thesis for re-examination after a further period of study and/or research;
 - (e) The degree should not be awarded, but the candidate be permitted to re-submit the work in a revised form for a Masters' Degree award;
 - (f) The thesis/dissertation be rejected outright.
- 7.6.8 Where the examiners are not in agreement in their overall recommendation, SPSC shall consider the case and recommend one of the following actions: -
- (a) The recommendation of the External Examiner be taken;
 - (b) An additional independent examiner be appointed;
- 7.6.9 The University shall pay honoraria to the External and Internal Examiners at rates prescribed by Council and within two weeks after receiving detailed reports and summary reports of the thesis under examination.
- 7.6.10 A thesis/dissertation not accepted as per regulation 7.6.4 (d) above must be re-written and re-submitted for re-examination within 15 months.
- 7.6.11 Candidates who fail to submit their thesis/dissertation within the period stated in regulation 7.6.10 above shall be discontinued from studies.

7.7 Viva voce Examination for PhD Candidates

- 7.7.1 In addition to writing a thesis/dissertation, the PhD candidate shall appear for a viva voce examination.
- 7.7.2 The viva voce examination shall take place only after the Senate has been satisfied that the thesis/dissertation submitted by the candidate is considered by the examiners to be of acceptable standard.
- 7.7.3 The questions in the viva voce examination shall primarily focus on the candidate's thesis/dissertation research area.
- 7.7.4 The members of viva voce panel shall be so selected as to ensure that the candidate is examined by sufficiently qualified and experienced scholars in the research (or related) area.
- 7.7.5 Composition and proceedings of the Viva voce shall be as follows: The viva voce examination for a PhD degree shall comprise of at least seven, but not more than nine examiners, who shall be appointed by the Senate Chairperson during approval of the External and Internal examination reports on the recommendation of the Principal/Dean/Director of the relevant College/School/Institute, and of the Head of the relevant Department where the candidate is registered. The composition of the viva voce panel shall be as follows:
- (a) Chairperson (with voting power);
 - (b) External Examiner who examined the thesis (or his/her representative);

- (c) Internal Examiner who examined the thesis/dissertation;
- (d) One of the candidate's supervisors (with voting power);
- (e) Appointee of the Principal of College/Dean of School/Director of Institute where the candidate is registered;
- (f) Appointee of the Head of Department where the candidate is registered;
- (g) Three other qualified co-opted members, invited by the relevant College/School/Institute, and approved by Senate through the relevant committee.
- (h) The other supervisor(s) shall be invited to the *viva voce* examination as observers. They shall neither have voting power nor ask questions.

7.7.6 The Chairperson of the viva voce panel, who need not be a specialist in the candidate's thesis/dissertation area, shall be a senior academician (at least senior lecturer).

7.7.7 The candidate's supervisor or appointee of the department shall be the recorder of the viva voce examination proceedings

7.7.8 Panelists under Regulation no. 7.7.5 (b) who are unable to be present at the viva voce examination, shall submit their oral examination questions to the chairperson of the panel, and also nominate their representatives (where possible) to the viva voce who shall be appointed as per 7.7.4.

7.7.9 The viva voce panelists shall be provided with the examiners' reports, and copies of the candidate's thesis/dissertation, at least two weeks before the date of the viva voce.

7.7.10 The function of the viva voce shall be:

- (a) To ascertain that:
 - (i) The thesis/dissertation presented (the data, methodology, analysis and findings) is the original work of the candidate;
 - (ii) The broader subject area in which the study is based is fully grasped;
 - (iii) Any uncertainties or weakness in the thesis/dissertation can be adequately clarified by the candidate; and
- (b) To make a definite recommendation to the SPSC and Senate as to whether the candidate has passed or failed.

7.7.11 The duration of the viva voce examination shall normally not exceed three hours.

- Maximum of 45 minutes of presentation
- Maximum of 1 hour 30 minutes of questions and answers
- Maximum of 45 minutes of panelists' deliberations and decision

7.7.12 The viva voce panel shall, as far as possible, work towards arriving at a unanimous decision on the candidate's performance as per 7.7.10 (a) (i) to (iii). Where the panelists are unable to reach a consensus as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote in favor of passing the candidate shall be required for passing a viva voce examination.

7.7.13 At the end of the viva voce examination, the panel members shall sign a viva voce Examinations Results Form ZU/PG.F08 giving a specific recommendation to SPSC on the candidate's performance with a definite recommendation for one of the following actions:

- (i) The Candidate **PASSES** and no additional corrections in the thesis/dissertation are required;
- (ii) The Candidate **PASSES** subject to making minor corrections and revisions in the thesis/dissertation as stated in the *viva voce* proceedings, *within three months*;
- (iii) The Candidate is referred to make substantial corrections and revisions as stated in the *viva voce* proceedings *within six months*, and at least two *viva voce* panellists must certify that the corrections have been done as directed;
- (iv) The Candidate fails but should be given another chance to resubmit and defend the thesis/dissertation after eliminating the weaknesses detailed in the *viva voce* proceedings *within nine months*;
- (v) The Candidate fails outright.
- (b) The Chairperson of the panel shall also submit to SPSC a comprehensive report, detailing all the questions addressed to the candidate and the answers he/she gave to those questions.
- (c) Whereupon, each panellist in the *viva voce* examination shall receive an honorarium at the rate approved by the University.

7.7.14 Where there is disagreement between the recommendations of the thesis/dissertation examiners and those of the viva voce panelists, the SPSC shall carefully study the case and recommend to Senate one of the following actions:

- (a) The candidate revises and re-submits the thesis/dissertation and subsequently re-appears for a further oral examination, within a specified period, but not exceeding 12 months from the date of the decision by Senate; or
- (b) The candidate be deemed to have failed outright.

7.7.15 Senate shall make the final decision on the PhD degree award to the candidate, on the recommendation of the SPSC.

PART EIGHT

HIGHER DOCTORATE DEGREES

8.1 The Degree

- 8.1.1 At Zanzibar University, higher doctorate shall mean the degrees of Doctor of Literature or Doctor of Laws or Doctor of Science in the respective Faculties or Institutes of the University.
- 8.1.2 The higher doctorates of Zanzibar University are granted for original contribution of distinguished merit to some branches of study that are the niche of Zanzibar University.

8.2 Eligibility for Application

Members of staff of the Zanzibar University shall be eligible for application for the award of a higher doctorate degree of this University if he/she is a holder of a PhD of the Zanzibar University of at least five years standing or a holder of a PhD degree or equivalent of any other TCU/NACTE recognised University provided that, at the time of application, he/she will have served the Zanzibar University in teaching, research, consultancy or other approved role for a minimum period of five years with proven distinguished service.

8.3 Application for the Degree

- 8.3.1 Eligible candidate shall apply for a respective higher doctorate degree of the Faculty or Institute in which the subject of his/her previous degree(s) was studied and successfully completed.
- 8.3.2 The applicant must submit to the respective Faculty or Institute of the Zanzibar University his/her complete Curriculum Vitae and any other documents that include sufficient evidence of his/her eligibility for the consideration into higher doctorate qualification award.
- 8.3.3 The application for a respective higher doctorate degree must include a concise, but comprehensive statement of between 3,000 and 5,000 words summing up his/her significant knowledge contribution (s) in a respective field of study.
- 8.3.4 The application must also include a compilation of applicant's important and original post-PhD publications. Publications shall mean the printed work as books or papers in reputed journals, or work already accepted for publication and that has been available for evaluation and criticism.
- 8.3.5 The application shall be scrutinised and evaluated by the appropriate Faculty or Institute and the approval shall undergo relevant stages at Faculty/Institute Board, the Senate Postgraduate Study Committee (SPSC) and the Senate.

8.4 Submission of Publications and Evaluations

- 8.4.1 Publications submitted by the applicant shall be in four copies, and shall be referred to three independent examiners appointed, based on their expertise, by Senate on the recommendation of the Faculty/Institute Board, and the SPSC. All the examiners shall be external to Zanzibar University and shall be selected from

amongst the most highly distinguished international scholars in the subject. The examiners shall preferably be holders of higher doctorates who have not associated with Zanzibar University for at least the past two years.

- 8.4.2 The submission shall be accompanied by a signed declaration by the applicant that the submitted publications have, partially or entirely, not been submitted for any higher doctorate in any other University during the time of this submission.
- 8.4.3 The examiners shall to carefully and critically examine the applicant's contribution to ascertain that: -
 - (i) the publications display outstanding originality;
 - (ii) the publications' contribution to knowledge has been precisely substantial; and
 - (iii) the format of presentation of the applicant's publications is acceptable.
- 8.4.4 During the evaluation process, the examiners may recommend the applicant to appear for a *viva voce* examination. Under such circumstances, the PhD regulations for such a *viva voce* examination shall be used as guidelines and shall apply.

8.5 Award of Higher Doctorate Degree

- 8.5.1 The examiners shall submit a report on the applicant's publications, definitely recommending, whether or not the higher doctorate should be awarded to the applicant.
- 8.5.2 In case of disagreement among the examiners, similar guidelines as those prescribed for Masters and PhD candidates shall be followed. The final approval on the degree award shall be granted by Senate, after it has been satisfied that the publications presented make a substantial, potential and distinct contribution to knowledge in a relevant field.
- 8.5.3 Applicant who fails to qualify for the award of higher doctorate shall not be barred from re-applying for the same degree for at least three years. The re-application may be considered after the prescribed three years if it accompanies additional statement indicating the potential improvement of the previous unsuccessful application.
- 8.5.4 The successful higher doctorate applicant shall be required to give a public lecture on his/her knowledge contribution in the field of the award before the degree is awarded.

PART NINE

OCCASIONAL STUDENTS

- 9.1 At Zanzibar University and in these Regulations, the term *Occasional Student*, shall mean any student whose study programme at Zanzibar University lasts for only one semester or part of a semester.
- 9.2 The entry qualifications for Occasional Student shall be similar to those of regular students at Zanzibar University.
- 9.3 Admission for occasional studentship shall be by way of application directed to the Director, Institute of Postgraduate Studies and Research of the Zanzibar University in case of Postgraduate Occasional Student applications. The application for Occasional Studentship must be supported by at least two referees, one of these must be an academic member of staff, who is well acquainted with University teaching and research, preferably from the applicant's home institution.
- 9.4 When supervision is required, the admission of an Occasional Student will consider not only the academic qualifications of the applicant, but also the availability of a local supervisor in the relevant department within Zanzibar University where the applicant intends to undertake studies.
- 9.5 Although they are encouraged to do so, Occasional Students shall, in principle, not be obliged to sit for the end of semester examinations.
- 9.6 Occasional Students may be allowed to audit various courses offered by more than one department at Zanzibar University. However, each Occasional Student shall be attached to one and only one specific department at Zanzibar University.
- 9.7 While at Zanzibar University, Occasional Students shall pay their fees pro rata, in accordance with the fee structure prescribed by the Zanzibar University's Council from time to time and before they commence their studentships.
- 9.8 If recommended by home department, Postgraduate Occasional Students may be allowed to register for some undergraduate courses at a ratio not exceeding one third of the total courses registered for. For undergraduate courses, relevant undergraduate regulations shall apply

PART TEN

SHORT-TERM STUDENTS

- 10.1 "Short-term Student" at Zanzibar University shall mean any student whose study programme lasts for more than one semester and extends up to one full academic year within Zanzibar University.
- 10.2 The entry and admission qualifications for Short Term Students shall be similar to those of regular postgraduate students of Zanzibar University.
- 10.3 When foreign qualifications are involved as the key admission qualifications, the equivalency as provided by TCU/NACTE shall be the valid ones for admission consideration into Short Term Studentship at Zanzibar University.
- 10.4 Zanzibar University's Short-term students shall enrol in their courses for credit and shall be obliged to appear for Zanzibar University's end-of-semester university examinations and to abide with the Zanzibar University's Examination Regulations prescribed under these regulations, University General Examination Regulations prescribed in the University's Prospectus and any other relevant regulation in force.
- 10.5 At a ratio not exceeding one third of the total courses registered for, Short-term Students may register for undergraduate courses, in which case relevant undergraduate regulations shall apply.
- 10.6 Short-term students at Zanzibar University may enrol for training by research alone, in which case they will be assigned supervisors to guide them.
- 10.7 Short-term students who attain a grade of B or higher in their prescribed postgraduate courses at Zanzibar University, may be allowed to change their status to a Masters' or PhD degree programme as the case may be.
- 10.8 Short-term students at Zanzibar University shall be required to pay their fees at the rate and modality prescribed by the Council of Zanzibar University from time to time

PART ELEVEN

SANDWICH AND JOINT DEGREE PROGRAMMES

11.1 Sandwich Degree Programmes

- 11.1.1 Students registered with universities with whom Zanzibar University maintains active academic collaboration link in postgraduate training, may have opportunities to conduct part of their coursework or dissertation or thesis at Zanzibar University as occasional or short-term students depending on the period they would like to stay at Zanzibar University.
- 11.1.2 Admission into the Sandwich programme at Zanzibar University shall be by application lodged at least six months prior to the commencement of the programme.
- 11.1.3 Application shall be addressed to the Chairperson of the Senate through the Chairperson of the SPSC and the Faculty or Institute which hosts the programme and shall indicate the duration which the applicant would like to spend at Zanzibar University. The application kit must be accompanied by the following supporting documents: -
- (a) applicant's detailed curriculum vitae;
 - (b) A concise statement of the proposed project, including objectives, description of the problem area, methodology, expected outputs, the period of research and the places where the work will be carried out while the student is at Zanzibar University;
 - (c) Evidence of availability of financial support to cover travel, fees, research funds and upkeep allowances, and/or any other material support for the intended research while at Zanzibar University;
 - (d) Names of at least two referees who are qualified in the field of research which the applicant wishes to undertake at Zanzibar University; and
 - (e) If any, name of contact person in the department of intended study at Zanzibar University.
- 11.1.4 Students admitted under the Sandwich studentship at Zanzibar University shall, prior to commencement of their academic programme/research/project, be required to: -
- (i) Register and pay the Zanzibar University's due fee of one semester for the period upto six months and full academic year fee for the period beyond six months;
 - (ii) Obtain Ethical Clearance, if necessary, from their countries and from the relevant authority in Zanzibar; and
 - (iii) Obtain Research Clearance.
- 11.1.5 If a student admitted under the Sandwich programme wishes to extend his/her stay at Zanzibar University or anywhere in Tanzania under Zanzibar University, he/she may apply for renewal of Sandwich studentship at least 90 days before the expiry of their registration with Zanzibar University. The renewal letter stating justification for continuation of the registration with Zanzibar University must be sent to the

Senate through the Senate Postgraduate Studies Committee and after getting a no objection consent from a respective Faculty/Institute within Zanzibar University.

- 11.1.6 Honorarium shall be paid to a member of staff of Zanzibar University supervising a candidate under the Sandwich at a rate of one third of the total fee paid by a Sandwich student and affected once the student has paid to Zanzibar University.

11.2 Joint Degree Programme (JDP)

- 11.2.1 With Zanzibar University, a joint degree programme shall mean a degree programme offered in collaboration between at least two autonomous degree-granting institutions whereby the duration of the programme is jointly supervised and time apportioned between the collaborating institutions one of them being the Zanzibar University whereby at the completion of the programme the candidate is awarded a single degree certificate issued by all the offering institutions one of them being Zanzibar University.
- 11.2.2 A joint degree programme shall operate under a prior agreed Memorandum of Understanding/Protocol/Agreement between Zanzibar University and other participating institutions or their approved representatives.
- 11.2.3 Except in very exceptional cases approved by the Zanzibar University Senate, a candidate under the joint degree programme in which Zanzibar University is a part shall be jointly supervised and spend at least 33% of the entire duration of the programme at Zanzibar University regardless the ratio supervised and spend at other participating institutions.
- 11.2.4 The candidate must register in Zanzibar University and in each participating University by meeting all admission requirements of the degree in each respective university. A specific programme, providing details of the programme and specifying the grouping of subjects that a candidate is allowed to pick in the combination of degrees shall be developed and approved by Zanzibar University and each participating University.
- 11.2.5 Programme fee and payment thereof at Zanzibar University shall be in accordance with terms and conditions of the cooperative agreement or consistently apportioned to the duration spent at Zanzibar University with respect to the duration spent in other participating Universities.
- 11.2.6 A special desk (JDP Desk) shall be established under the IPGS&R to manage joint degree programmes at Zanzibar University in collaboration with respective programme hosting Universities.
- 11.2.7 The Joint Degree Programme Certificate awarded to a joint degree candidate shall bear the format, content, style, and logos as agreed upon by Zanzibar University and all other participating Universities and shall be dully signed by the statutory organs of all participating Universities.
- 11.2.8 Any dispute arising between Zanzibar University and other universities/institutions participating in the JDP on any matter involving the JDP shall be resolved amicably by Zanzibar University and other participating universities/institutions through their appropriate offices. In the event the dispute remains unresolved, it shall be referred by Zanzibar University and other parties to

the mediator appointed and agreed by the parties. In any case, the candidate shall not be affected by such dispute.

11.3 IPR for JDP

In the absence of any agreement to the contrary, all research findings, inventions and innovations done during JDP studentship shall be jointly owned by the Zanzibar University and the participating universities/institutions and shall be protected under the Berne Convention, World Intellectual Property Organization, the Copyright Act 1999 and other international and national enactments on intellectual property as adopted by Zanzibar University and other participating universities/institutions.

PART TWELVE

SUPERVISION OF POSTGRADUATE STUDENTS

12.1 Introduction

- 12.1.1 The supervisor plays a critical role in encouraging, guiding and inspiring the research student. As such the supervisor has to clearly understand his/her role to effectively and properly dispense his/her duties and responsibilities in guiding the student. Thus the supervisor is there not to watch, but to encourage, inspire and guide.
- 12.1.2 When applications are considered for thesis candidates and coursework and dissertation candidates who have qualified to continue with the dissertation component, the respective Faculty/Institute Board shall be required to recommend supervisor(s) for each candidate having considered the candidate's preference of a supervisor. The Faculty/Institute Board should carefully consider the proposed supervisor's area of expertise, his/her qualifications and experience before nomination to a supervisory role and send the appointment reports to the IPGSR.

12.2 Ethics and Safety

- 12.2.1 Students and supervisors must be aware of ethical issues related to supervision as stated in the codes of conduct of the Zanzibar University.
- 12.2.2 Candidates and supervisors must ensure that the research is undertaken in accordance with any approvals required by the appropriate University and the Country Ethics policy.
- 12.2.3 Where approval is required, candidates must ensure that it is sought before the research commences.
- 12.2.4 Failure to complete this requirement may result in a recommendation being made to the Senate for termination of candidature.

12.3 General Duties and Responsibilities of a Supervisor

- 12.3.1 The Supervisor shall be the University's agent in ensuring that:
- (i) A student maintains satisfactory progress;
 - (ii) The student receives adequate advice and encouragement on the thesis/ dissertation research project;
 - (iii) The work being done on the thesis/ dissertation is reviewed critically and on a continuous basis.
- 12.3.2 A positive attitude and relationship between the supervisor and the student is essential in order to:
- (i) Ascertain that the student successfully and timely completes the research work;

- (ii) Identify problems, or inadequate work, early enough to avoid unnecessary frustrations to the candidate.
- 12.3.3 Where there is more than one supervisor, the principal supervisor must be an active member of the Department.
- 12.3.4 For the purposes of maintaining high standard of the output, the supervisor should, as far as possible, supervise students only in his/her area of expertise.
- 12.3.5 The supervisor should know the distinction between his/her expected role, when supervising a Masters' degree dissertation/thesis and a PhD degree dissertation/thesis.
- 12.3.6 The supervisor of a Master's thesis shall aim at ensuring that the candidate:
 - (i) Is exposed to the fundamentals of research;
 - (ii) Learns how to design, execute and report research results in a scholarly manner;
 - (iii) Makes some important contribution to knowledge, even though it may not be very original. Because she/he lacks previous research experience, the Masters student requires close and careful supervision at all times, but more so during the early stages when learning the research techniques, and at the time of thesis writing.
- 12.3.7 The supervisor of the PhD candidate shall maintain a close and careful supervision at all times, especially during the early stages of the study and during the writing stage so as to ensure that the candidate:
 - (i) Makes a distinct contribution to new knowledge, theoretically and empirically;
 - (ii) Produces a significantly more original work than required for the Masters programme;
 - (iii) Undertakes deeper and more extensive review of relevant literature than is the case for the Masters student;
 - (iv) Is more critical in the analysis of data; and
 - (v) Exercises more independence in the research process than for the Masters' Degree research programme.
- 12.3.8 After the first year, the PhD student should be able to work more independently. Nevertheless, it is the responsibility of the supervisor to guide the candidate in the right direction.
- 12.3.9 Assist the student to formulate an appropriate research proposal. The research proposal must be approved by the relevant College/School/Institute of Postgraduate Studies and Research Board before the student formally begins research activities.
- 12.3.10 Have the responsibility of focusing ahead, and seeing the potential and limitations of the research problem, before the candidate goes too far with the research work. She/he should be capable of foreseeing, through his/her previous research experience, whether or not the student will get meaningful data within two to three years of research or whether the proposed research is suitable for a higher degree. The supervisor should have this foresight in order to reduce the common problem of students' "wasted effort" to a minimum.

12.3.11 The supervisor shall monitor the student's progress throughout the research period by:

- (a) Maintaining regular consultations with the candidate (at least once every month) to discuss the research work so as to acquaint himself/herself with the problems encountered by the candidate and to suggest remedial measures, before it is too late.
- (c) Ensuring that the candidate under his/her delivers at least one seminar in each year of his/her research.

12.3.12 To ensure that the student submits a thesis/dissertation of a standard that is acceptable for the intended degree by doing the following:

- (a) Being accessible, and showing interest and enthusiasm in the student's research work;
- (b) Reading the candidate's drafts carefully and critically, giving constructive suggestions on how and where the thesis could be improved;
- (c) Providing timely feedback to the work submitted by the student, as much as possible within two to three weeks of receiving them.
- (d) Reading the entire final draft, and satisfying himself/ herself that the dissertation/thesis is suitable for examination.

12.3.13 Advise and guide the candidate as under no circumstance the supervisor shall write the thesis/dissertation for the student. The student is fully responsible for the work and its fate.

12.3.14 The supervisor may recommend to the Head of Department the potential External Examiners for the student's thesis.

12.3.15 If the candidate's sole supervisor is away from the University for more than two (for Masters) or three (for PhD) consecutive months, a temporary supervisor should be appointed.

12.4 Postgraduate Research Students' Responsibilities

Every postgraduate student shall: -

- (e) maintain regular contact with the supervisor(s);
- (f) maintain progress in accordance with the agreed work plan;
- (g) attend specific taught courses and any other training sessions identified by the supervisor(s);
- (h) assist in undergraduate teaching which the Department and/or College/School/Institute have assigned them based on the following;
- (i) attend regularly in the Department or other assigned place of work, and ensure that the University's permission is granted for any absence (even to conduct research);

- (j) make regular presentations on progress to the supervisor, Departmental seminars, and specified group(s), as required by the supervisor / Department;
- (k) Familiarize and abide with, the Health and Safety Regulations for his / her welfare and that of colleagues.
- (l) operate instruments, apparatus, equipment and plants in a way which optimizes safety, precision and longevity;
- (m) decide, after consultation with the supervisor, when to submit the thesis / dissertation;
- (n) Exercise the highest level of maturity, honesty and integrity in all curricular and extra-curricular activities.

12.5 Conflict Resolution during Supervision

12.5.1 In the course of the student's research, a situation may develop where one or more of the following may happen:

- (i) A breakdown in communication between the student and the supervisor;
- (ii) Personal clashes and conflicts between the student and the supervisor;
- (iii) A hostile relationship between the student and the supervisor;
- (iv) Refusal by the student to follow the supervisor's advice.

12.5.2 When such a situation occurs, the supervisor and/or the student should report the problem, in writing, to the Head of the respective Department, with a copy to the Dean/Director of the relevant College/School/Institute and the Director of Postgraduate Studies and Research. The Head of Department should study the nature of the problem and recommend to the Principal/Dean/Director and subsequently to the IPGSR, one of the following actions:

- (i) The student be warned, in writing, about his/her weaknesses or conduct (if it is established that s/he is the cause of the problem);
- (ii) The student be transferred to another supervisor (where possible and necessary);
- (iii) The supervisor be informed about his/her weaknesses (if it is established that the supervisor is the source of the problem). Depending on the severity of the problem, the supervisor may continue to guide the student, or alternative (ii) be followed.
- (iv) If alternative (ii) is applied and there happen to be no any other person in the Department with the expertise in the student's research area, the Head of Department shall establish an advisory to guide the student, if there is no any other person in the Department who has the expertise to supervise the student; and
- (v) Any other reasonable action, including instituting disciplinary proceedings against the student and/or supervisor may be employed.

12.6 Supervision Load and Remuneration

- 12.6.1 A University shall assign a supervisor/supervisors to students during postgraduate studies with academic qualifications at the level above that of the candidate being supervised and based on expertise and experience in the field of specialization, taking into consideration teaching load and administrative duties, the supervision arrangements being provided for in the University's regulations pertaining to postgraduate studies.
- 12.6.2 Every academic member of staff with the qualification of a PhD and above shall be eligible for supervision or co-supervision of postgraduate students.
- 12.6.3 A Mater's candidate shall be supervised by at least one (for Postgraduate Diploma) and a minimum of two (for Master degree) experienced PhD qualified supervisor(s) and in addition the supervisor(s) must have attained PhD degree award in at least the last one year.
- 12.6.4 A PhD candidate shall be supervised by a minimum of two qualified and experienced supervisors who possess PhD qualifications and preferably at least one of them being at the rank of associate or full professor. A supervisor whose academic qualification is at the PhD Level, but is at a rank lower than associate professor shall be required to have attained a PhD/MMed/MDent in at least the last four years, and shall previously had supervised Master student(s) to completion and shall have outstanding achievements in scholarly works published in relevant field in refereed journals, books or scholarly papers in peer reviewed proceedings of professional international symposia or conferences recognized by the Zanzibar University and the Commission for the purpose of academic staff promotions.
- 12.6.5 The maximum number of postgraduate students to be supervised by one supervisor at any particular time shall not exceed fifteen (15) Masters and five (5) PhD candidates.
- 12.6.6 The IPGSR shall monitor the number of students each supervisor has.
- 12.6.7 The supervisor shall, in consultation with students, allocate number of hours per week/month to each student.
- 7.1.1 In appreciation for the supervisors' work, the Zanzibar University shall do the following: -
- (i) Pay a semester supervision allowance to each supervisor as the Council may from time to time prescribe. The supervisor shall be required to make a claim through a particular form, and
 - (ii) Give the supervisor a copy of the candidate's thesis/dissertation as his/her permanent record of the work he/she has supervised.
- 7.1.2 The payment of the supervision allowance shall not dependent on the student's fate i.e. the supervisor shall be paid the allowance even if the candidate fails).

PART THIRTEEN

ENROLMENT OF POSTGRADUATE STUDENTS AS TEACHING OR TECHNICAL ASSISTANTS

13.1 Application of These Regulations

Unless otherwise stated, the application of these regulations shall only extend to full-time masters, doctoral and post-doctoral students registered at the University engaged in teaching or providing technical assistance in undergraduate courses at the University.

13.2 Obligation to Teach

Unless clearly provided for in the conditions of their scholarship, or otherwise directed by the Deputy Vice Chancellor (Academic), postgraduate students shall generally be under no obligation to teach. Equally, the Units are not obliged to engage postgraduate students in teaching courses at the University.

13.3 Application, Advertising and Allocation of Teaching

- 13.3.1. Each postgraduate student desirous of being engaged in teaching or provision of technical assistance shall be required to apply for the post through his/her respective Head of Department clearly stating the course he/she wants to be engaged in.
- 13.3.2. The teaching or technical assistance positions and opportunities advertised shall indicate clearly courses or modules, hours involved in terms of preparation, delivery, assessment and training that will be required for the teaching role or provisions of technical assistance.
- 13.3.3. To ensure that teaching standards are maintained, the selection process carried out at the Department shall include an assessment against qualifications to ensure that students have the necessary qualifications, skills and experience for the teaching or technical assistance activities allocated.

13.4 Responsibilities

- 1341** Postgraduate students engaged in teaching shall abide to and will be bound with the applicable University policies and procedures. The engagement of postgraduate students as teaching or technical assistants shall not extend to designing course outlines or curriculum, which shall be solely reserved for academic staff in the employment of the University. Postgraduate students shall also not be assigned coordination of courses in the Department.
- 1342** Postgraduate students deployed as teaching or technical assistants shall, under the supervision of a senior member of academic staff at the Department, be engaged in conducting tutorials, seminars, studios, invigilating tests and examinations, and marking tests and examinations.

- 13.4.3** Postgraduate students may be deployed in assisting students in recitation and setting laboratory equipment or discussion sessions or grading assignments in laboratories. They may also be used in collecting laboratory and research samples from the field.

13.5 Hours of Work

- 13.5.1. Department engaging postgraduate students in teaching or technical services shall ensure that such assistants have some restrictions on the number of hours that may be spent on teaching or technical activities provided that the maximum number of hours an assistant shall be engaged in work per week shall not exceed 20.

13.6 Remuneration

- 13.6.1 Payment to postgraduate students engaged in teaching or provision of technical services shall be in accordance with the terms and conditions of the Scholarship if any.
- 13.6.2 The University may waive fees or any portion of monies due to the University to postgraduate students who have deployed in teaching or providing technical assistance at the University in accordance with these guidelines.

13.7 Marking and Invigilation

- 13.7.1 Coordinators of courses, in consultation with Heads of Departments where a postgraduate student is allocated teaching responsibilities or provision of technical assistance shall give careful consideration as to whether or not the student should be involved in marking and assessment.
- 13.7.2 All Departments shall put in place adequate guidance, including clear criteria and marking schemes where appropriate, and make these available to the teaching or technical assistants.
- 13.7.3 Marking or grading done by postgraduate students shall be closely and comprehensively monitored and moderated by the course Coordinator and the Deputy Principal/Assistant Dean/Deputy Director.
- 13.7.4 Postgraduate students may be deployed by Department only for purposes of assisting in invigilation of University examinations and shall be under the guidance of an academic member of staff who is the main invigilator.
- 13.7.5 Postgraduate students shall be given an inductive course in invigilation procedures and regulations of the University by the Department before being deployed to invigilate examinations.

13.8 Terminating Engagements

- 13.8.1 The engagement of postgraduate students as teaching or technical assistants shall automatically terminate once the student ceases to be registered as a Postgraduate Student at the University or whenever the teaching or provision of technical assistance activities have been completed.
- 13.8.2 The University may withdraw its offer to engage students in teaching or provision of technical assistance or discontinue the engagement without prior notice where:-
- (a) It is established, after consultation with the student's supervisor, that teaching or provision of technical assistance is interfering with the student's studies;
 - (b) The student regularly fails to carry out assigned tasks and duties related to teaching or provision of technical assistance that they have accepted without providing prior notice;
 - (c) The standard of performance/conduct is deemed to be unsatisfactory by the Department.

PART FOURTEEN

SUBMISSION OF DISSERTATIONS AND THESES

14.1 General

When preparing dissertation/theses for submission, the Candidates shall strictly follow the specifications laid out in Zanzibar University Thesis/Dissertation Research Manual. Meanwhile, dissertation/theses prepared in contravention of these specifications shall NOT be accepted.

14.2 Submission of Dissertations and Theses

- 14.2.1 Candidates intending to submit their dissertations and theses should give the Institute of Postgraduate Studies and Research office at least three months' prior notice in writing by filling in a special form designed for the purpose.
- 14.2.2 No examination arrangements will be made unless a candidate has given notice of intention to submit and has presented a seminar in the respective Department/Faculty and obtained approval to proceed.
- 14.2.3 Candidates should not submit their dissertations or theses until their main supervisors have had an opportunity to comment on the thesis/dissertation, and have certified in writing that the thesis/dissertation is ready for examination.
- 14.2.4 Candidates shall initially submit six (for PhD) and four (for Masters' degree) copies of dissertation or thesis in a loose bound form for examination.
- 14.2.5 After satisfactorily having completed all the corrections recommended by examiners, the candidate should submit three copies of hardbound theses/dissertations to the Institute of Postgraduate Studies and Research office for distribution to relevant offices.

APPENDICES: POSTGRADUATE FORMS (ZU/PG.F01 - ZU/PG.F20)

The list below consists of 20 forms (ZU/PG.F1 - ZU/PG.F20) used in various postgraduate situations at the Zanzibar University.

Form	Purpose	Page
ZU/PG.F01	Registration form for first year postgraduate students	55
ZU/PG.F02	Registration form for continuing postgraduate students	58
ZU/PG.F03	Request for programme change	59
ZU/PG.F04	Intention to submit a thesis/dissertation for examination	61
ZU/PG.F05	Internal/External examiners' evaluation for dissertation/thesis	63
ZU/PG.F06	Overall evaluation report on Masters/PhD dissertation/thesis	65
ZU/PG.F07	<i>Viva voce</i> examination results form for Master's degree thesis	66
ZU/PG.F08	<i>Viva voce</i> examination results form for PhD degree thesis	67
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ZU/PG.F18	Postgraduate clearance form	82
ZU/PG.F19	Application for credit transfer	83
ZU/PG.F20	Project/graduate essay defence examination results form	85

ZANZIBAR UNIVERSITY

FORM: ZU/PG.F01



attach recent
photograph

REGISTRATION FORM FOR FIRST YEAR POSTGRADUATE STUDENTS

(Four (4) copies of this form must be filled)

1. Full name: 2. Reg. No.:
3. Sex: 4. Date of Birth: 5. Marital Status:
6. Place of Birth:
7. Nationality:
8. Religion/Denomination:
9. Present Address (*including Physical, postal, telephone and e-mail*)

Physical	Postal	Telephone	E-mail

10. Permanent Address (if different from above)

Physical	Postal	Telephone	E-mail

11. Occupation:

12. Employer (Name and Address) (*including Postal, telephone and e-mail*)

Employer	Postal	Telephone	E-mail

13. Name & Address in case of emergency (*including Postal, telephone and e-mail*)

Name of a contact person	Address	Telephone	E-mail

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

Name of a next of kin and relationship	Address	Telephone	E-mail

15. Academic Records

a) Entry qualification

Acquired qualification (FIV, FVI, Certificate, Diploma, PUP, Degree)	Institute/School/College	Year attended	GPA/Class
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

b) Professional qualifications

Acquired qualification	Institute/School/College	Year attended	GPA/Class /Division
1.			
2.			
3.			
4.			

16. Professional/Work Experience

(1) Professional Training

Name of Institution	Award given	Year of completion
1.		
2.		
3.		
4.		

(2) Work Experience

Post Held	Employer	Month/Year
1.		
2.		
3.		
4.		

17. **Personal Goals** (State briefly your personal objectives for studying at postgraduate level)

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

18. Degree Registered: Duration

19. Faculty/Institute and Department

20. Form of studies: () Coursework and Dissertation () Thesis

21. Mode of studies: () Full Time () Part Time () Evening

22. Date of beginning studies:

23. Effective date of registration:

24. Expected date of completion:

25. Name and Address of Sponsor if any (*including Postal, telephone and e-mail*):

.....
.....

26. Proposed Supervisor(s) (if already known):

27. Candidate's signature: Date:

For Official Use Only

Comments (if any)

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

Name of Officer in-charge: Date

Signature and Official Stamp



ZANZIBAR UNIVERSITY

**REGISTRATION FORM FOR CONTINUING POSTGRADUATE STUDENTS**

Full Name: Reg. No.: Sex:

Nationality: Faculty/Institute and Department:

Programme details

Course registered for Form of studies:

Date of beginning studies Expected date of completion:

Date of Registration

Record of Postponement/Freezing/Extension

Postponement: Date of 1st postponement Date of resumption:Date of 2nd postponement Date of resumption:**Freezing:** Date of 1st freezing Date of resumption:Date of 2nd freezing Date of resumption:**Extension:** Indicate date and period of extension.1st extension Date Period (months)2nd extension Date Period (months)3rd extension Date Period (months)4th extension Date Period (months)

Fees and Financial obligations:

Type of sponsorship: (a) Self (b) Other

Name and address of sponsor

.....

.....

Copy of the receipt of payment for required fees:

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

FOR OFFICIAL USE ONLY**Confirmation of Registration**

The student is registered for the year:

FOR: DIRECTOR OF POSTGRADUATE STUDIES AND RESEARCH

Name of Officer in-charge:

Date Signature and Official Stamp

Note: Students not registered will be considered to have absconded

ZANZIBAR UNIVERSITY



CHANGE OF PROGRAMME REQUEST FORM

(Four (4) copies of this form must be filled)

1. Personal Profile

Full Name: Registration Number:.....Sex:
 Nationality: Entry Date: :..... Expected Completion Date:
 Year of Study: Semester: Academic Year:.....
 Programme:
 Faculty: Academic Department:

2. Personal Contacts

Postal Address: Mobile Number:.....
 Physical Address: Email:

3. Change of Programme

a) Current Programme/Department/Faculty/Institute:
 b) New Programme/Department/Faculty/Institute:

4. Candidate's Academic Profile in the Current Programme

a) Actual Date of Commencement of Studies:
 b) Number of weeks attended classes in the Current Programme:

5. Purpose for Changing the Programme:

.....

Signature: Date:

For Official Use Only

RECOMMENDATIONS FROM THE CURRENT PROGRAMME

6. Comments by the Head of Department

a) Recommended ☐ b) Not Recommended ☐

Remarks (if any):

Name: Signature: Date:

7. Comments by the Dean/Director of the Faculty/Institute

a) Recommended ☐ b) Not Recommended ☐

Remarks (if any):

Name: Signature: Date:

RECOMMENDATIONS FOR THE NEW PROGRAMME

8. Comments by the Head of Department

a) Recommended ☐ b) Not Recommended ☐

Remarks (if any):

Name: Signature: Date:

9. Comments by the Dean/Director of the Faculty/Institute

a) Recommended ☐ b) Not Recommended ☐

Remarks (if any):

Name: Signature: Date:

10. Recommendation by the Director of Postgraduate Studies:

a) Recommended ☐ b) Not Recommended ☐

Remarks (if any):

Name: Signature: Date:

11. Approval by the DVC (Academic)

a) Approved ☐ b) Not Approved ☐

Remarks (if any):

Name: Signature: Date:

Official Stamp



ZANZIBAR UNIVERSITY

**INTENTION TO SUBMIT A THESIS/DISSERTATION FOR EXAMINATION**

(Three (3) copies of this form must be filled. Two copies must be returned to the Department and Faculty/Institute)

SECTION A: TO BE COMPLETED BY THE CANDIDATE

- (1) Name in full: (2) Registration number:
 (3) Department/Faculty/Institute:
 (4) Degree registered for:
 (5) Title of thesis/dissertation:

 (6) Name(s) of Supervisor(s)

 (7) I hereby declare that I have completed my thesis/dissertation research, and I intend to submit my thesis/dissertation within the coming three months.

Signature of the Candidate: Date:

SECTION B: TO BE COMPLETED BY SUPERVISOR(S)

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

Signature of Supervisor: Date:

Signature of Supervisor: Date:

Signature of Supervisor: Date:

SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT

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

(a) Potential External Examiners

- (9) Name and Title.....(please attach CV)
 Affiliation and Postal Address:
 Telephone: E-mail:
 (10) Name and Title.....(please attach CV)
 Affiliation and Postal Address:
 Telephone: E-mail:

(b) Proposed Internal Examiners

- (11) Name and Title.....(please attach CV)
 Affiliation and Postal Address:
 Telephone: E-mail:
 (12) Name and Title.....(please attach CV)
 Affiliation and Postal Address:
 Telephone: E-mail:

SECTION D: TO BE COMPLETED BY DEAN/DIRECTOR OF FACULTY/INSTITUTE

- (a) I certify that, the proposed examiners above have been approved by the Board/Committee of the Faculty/Institute.
- (b) After consultation with the Head of Department and our Faculty/Institute's Postgraduate Studies Committee, I recommend that the following be appointed to serve as **viva voce** panellists (for thesis examination only): -

Members	Designation/Status
1.	Chairperson
2.	External Examiner or Representative
3.	Internal Examiner or Representative
4.	Candidate's Supervisor or Representative
5.	Head of the relevant Department (or his/her appointee)
6.	Co-opted Member (appointed by Faculty/Institute) (for PhD only)
7.	Co-opted Member appointed by IPGS&R Board (for PhD only)

- (c) In anticipation of the fact that the candidate will submit his/her thesis within three months from now, it is recommended that the **viva voce** be held in the month of of the year The exact date will be communicated later.

Name of Dean/Director: Signature Date:

SECTION E: TO BE FILLED BY THE CHAIRPERSON, SENATE ACADEMIC COMMITTEE

Pease Tick

<input type="checkbox"/>	The examination arrangements herewith are complete and are approved.
<input type="checkbox"/>	The examination arrangements are incomplete and are hereby referred back to the Faculty/Institute

The reason for referring back is that, the following items are missing or incomplete: -

.....

.....

.....

.....

.....

Name of Chairperson, SAC: Signature Date:

Official Stamp



ZANZIBAR UNIVERSITY

**INTERNAL/EXTERNAL EXAMINERS' EVALUATION FOR DISSERTATION/THESIS**

Tick One: Internal Examiner () External Examiner ()

Candidate's Name: Registration Number:

Degree Programme:

Faculty/Institute and Department:

Dissertation/Thesis Title:

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

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

.....

.....

.....

Introduction

.....

.....

.....

Literature Review

.....

.....

.....

Research Methodology

.....

.....

.....

Findings, Results and Discussion

.....

.....

.....

Conclusions and Recommendations

.....

.....

.....

Originality and Contribution to Knowledge

.....

.....

.....

Assessment of the Dissertation/Thesis

S/N	Area Assessed	Maximum Marks	Marks Scored	Remarks
1	Presentation	05		
2	Introduction	05		
3	Literature Review	10		
4	Methodology	20		
5	Results and Discussion of Findings	35		
6	Conclusions and Recommendations	10		
7	Originality and Contribution to Knowledge	15		
	Total	100		

The weighting of different grade scores may be interpreted using the following key: -

A	B ⁺	B	C	D
70-100	60-69	50-59	40-49	0-39
Passes with minor changes		Passes with substantial corrections and revisions	Fail	

Summary of Recommendations

SN	EXAMINER'S RECOMMENDATION	Tick (✓)
1.	PASSES AS IT IS (no revisions or typographical corrections required) (60-100 marks)	
2.	PASSES SUBJECT TO minor changes (list the errors/changes on separate sheet)* (60-100 marks)	
3.	PASSES SUBJECT TO substantial corrections and revisions as indicated in the examination report** (50-59 marks)	
4.	NOT ACCEPTED BUT MAY BE RE-SUBMITTED after one or more of the following. Please tick (✓):- (0-49 marks) Additional data collection () Additional analysis () Additional literature review and revisions () Re-writing () Others (specify on separate sheet) ()	
5.	NOT ACCEPTED BUT MAY BE RE-SUBMITTED for a lower award (0-49 marks)	
6.	REJECTED OUTRIGHT (specify reasons on separate sheet) (0-49 marks)	

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

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

Name of Examiner: Signature: Date:

ZANZIBAR UNIVERSITY

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

Candidate's Name: Registration Number:

Degree Programme:

Faculty/Institute and Department:

Dissertation/Thesis Title:

Assessment of the Dissertation/Thesis

S/N	Area Assessed	Max Marks	Marks Scored					Remarks
			IE ₁	IE ₂ *	EE ₁	EE ₂ *	Dept. Score	
1	Presentation	05						
2	Introduction	05						
3	Literature Review	10						
4	Methodology	20						
5	Results and Discussion of Findings	35						
6	Conclusions and Recommendations	10						
7	Originality and Contribution to Knowledge	15						
	Total	100						

* Only in cases where 2 internal/external examiners were appointed

The weighting of different grade scores may be interpreted using the following key: -

A	B ⁺	B	C	D	E
70-100	60-69	50-59	40-49	35-39	34 and below

Department Comments.....
.....

Recommended Grade:

Name of Head of Department: Signature: Date:

Faculty/Institute Comments.....
.....

Name of Dean/Director: Signature: Date:

Institute of Postgraduate Studies and Research Comments:

.....

Name of Director: Signature: Date:

Official Stamp





Date of *Viva voce*: *Viva voce* Venue:

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ZANZIBAR UNIVERSITY

**VIVA VOCE EXAMINATION RESULTS FORM FOR PhD DEGREE THESIS**

Name of Candidate: Registration No.:

Thesis Title:

Department:

Date of *Viva voce*: *Viva voce* Venue:

1.0	CANDIDATE PASSES	Tick (✓)
1.1	Candidate passes and no additional corrections in the thesis are required.	
1.2	Candidate passes subject to making minor corrections and revisions in the thesis as stated in the <i>viva voce</i> proceedings, <i>within three months</i> .*	
1.3	Candidate passes but referred to make substantial corrections and revisions as stated in the <i>viva voce</i> proceedings <i>within six months</i> , and at least two <i>viva voce</i> panellists must certify that the corrections have been done as directed.	
2.0	CANDIDATE FAILS	
2.1	Candidate fails but should be given another chance to resubmit and defend the thesis after eliminating the weaknesses detailed in the <i>viva voce</i> proceedings <i>within nine months</i> .	
2.2	Candidate fails outright (reasons detailed in <i>viva voce</i> proceedings)	

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

Panel Member	Designation	Signature+
1.	Chairperson	
2.	External Examiner or Representative	
3.	Internal Examiner or Representative	
4.	Candidate's Supervisor or Representative	
5.	Head of the relevant Department (or his/her appointee)	
6.	Co-opted Member (appointed by Faculty/Institute)	
7.	Co-opted Member appointed by IPGS&R Board	

+ In case of disagreements, each panellist should show his/her number of preference against his/her signature (e.g. 1.1, 1.2, 1.3, 2.1 or 2.2).

ZANZIBAR UNIVERSITY**SUPERVISION ALLOWANCE CLAIM FORM**

(To be filled by supervisor for each supervised student)

Name:

Department:

Faculty/Institute:

Mobile Number:

The Director,
Institute of Postgraduate Studies and Research,
Zanzibar University,

u. f. s. The Dean,
Faculty of
.....

Re: **SUPERVISION ALLOWANCE CLAIM****SECTION A: (To be filled by the Supervisor)**

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

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

Account Name: Account Number: Bank Name:

Supervisor's Name: Signature: Date:

SECTION B: (To be filled by the Head of Department)

I Certify that Prof./Dr./Mr./Ms supervised the above mentioned candidate. He/she shared the supervision load together with the following co-supervisors: -

(1) (2)

I am satisfied with the supervision work he/she did and recommend that he/she be paid the supervision allowance.

Name of the Head of Department..... Signature: Date:

ZANZIBAR UNIVERSITY



INTERNAL EXAMINER'S CLAIM FORM FOR DISSERTATIONS AND THESES

I, Prof/Dr/Mr/Ms/Hon.:certify that, in connection with my appointment as an Internal Examiner in the Faculty/Institute of I have examined the following candidate(s)*

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

S.N	Candidates Examined	Registration Number	Degree Programme
1.			
2.			
3.			
4.			

I have signed the appropriate evaluation forms and I attach my report on the examinations;** and

+ I wish/do not wish to claim my honorarium and reimbursement of expenses incurred in connection with my duties as Internal Examiner.

S/N	Details	Amount per unit	Total in Tshs
1	Honorarium for candidate(s)		
2.	++ Refund of other expenses incurred (specify)		
	Total		

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

Account Name: Account Number: Bank Name:

Examiner's Mobile No.:

Examiner's Name: Signature: Date:

Department endorsement

Head of Department's Name:..... Signature: Date:

Official Stamp



** If you wish any part of your report to be considered confidential so far as the Department is concerned, please indicate this clearly.

+ Please delete what is not applicable.

++ Please give details and amount of out of pocket expenses incurred, e.g. Postage of dissertations/theses, etc. (NB: relevant receipts should be attached).

ZANZIBAR UNIVERSITY



EXTERNAL EXAMINER'S CLAIM FORM FOR DISSERTATIONS AND THESES

I, Prof/Dr/Mr/Ms/Hon.:certify that, in connection with my appointment as an external Examiner in the Faculty/Institute of I have examined the following candidate(s)*

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

S.N	Candidates Examined	Registration Number	Degree Programme
1.			
2.			
3.			
4.			

I have signed the appropriate evaluation forms and I attach my report on the examinations,** and

+ I wish/do not wish to claim my honorarium and reimbursement of expenses incurred in connection with my duties as external Examiner.

S/N	Details	Amount per unit	Total in Tshs
1	Honorarium for candidate(s)		
2.	++ Refund of other expenses incurred (specify)		
	Total		

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

Account Name: Account Number: Bank Name:

Examiner's Mobile No.:

Examiner's Name: Signature: Date:

Department endorsement

Head of Department's Name:..... Signature: Date:

Official Stamp



** If you wish any part of your report to be considered confidential so far as the Department is concerned, please indicate this clearly.

+ Please delete what is not applicable.

++ Please give details and amount of out of pocket expenses incurred, e.g. Postage of dissertations/theses, etc. (NB: relevant receipts should be attached).

ZANZIBAR UNIVERSITY



POSTPONEMENT OF STUDIES FORM*1

(Four (4) copies of this form must be filled)

1. Personal Profile

Full Name: Registration Number: Sex Nationality:

Mobile No.: Date and Year of Entry: Expected Completion Date:

Year of Study: Semester: Academic Year:

Study Programme:

Academic Department: Faculty:

2. Personal Contacts

Postal Address: Mobile Number: Email:

Physical Address:

3. Reasons for Postponement of Studies²: Please tick (✓) the appropriate boxMedical ☐ Financial ☐ Social ☐ Others ☐Briefly Explain³:
.....4. Postponement Period Sought⁴

Starting Date: Expected Date of Resuming Studies:

5. Postponement History

1st Postponement: From: to.....2nd Postponement: From: to.....3rd Postponement: From: to.....6. *Note: A student will be required to attach a copy of this form on resuming studies*.....
Date Submitted.....
Signature

¹ This form is applicable to be filled in by candidates who are pursuing postgraduate programmes by Coursework and Dissertation and who are at coursework stage as stipulated in the Postgraduate Regulations of the Zanzibar University. No candidate can be allowed to postpone studies if the candidate has not paid tuition fees and officially be registered for studies.

² A candidate may attach any relevant documents to support his/her request.

³ If Postponement is sought on medical grounds, candidate must attach a medical report certified by the Medical Officer in-charge of the Zanzibar University Dispensary or authorized Health Centre approved by Zanzibar University.

⁴ Except with special permission from the Vice Chancellor, students shall be allowed to be away from the studies for a maximum of two years if they are to be re-admitted to the same programme and to the year of studies where they left off.

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AUTHORIZATION FOR POSTPONEMENT OF STUDIES

7. Comments by the Head of Department

(a) Recommended ☐ b) Not Recommended ☐

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

Name of HoD's: Signature: Date:

8. Comments by the Dean/Director of the Faculty/Institute

(a) Recommended ☐ b) Not Recommended ☐

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

Name of Dean/Director: Signature: Date:

9. Recommendation by the Director of Postgraduate Studies and Research

a) Recommended ☐ (b) Not Recommended ☐

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

Name: Signature: Date:

10. Recommendation by the DVC (Academic)

(a) Recommended ☐ (b) Not Recommended ☐

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

Name: Signature: Date:

11. Approval by the Vice Chancellor

(a) Approved ☐ b) Not Approved ☐

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

Signature: Date:

Official Stamp



ZANZIBAR UNIVERSITY

**FREEZING OF STUDIES FORM*⁵**

(Four (4) copies of this form must be filled)

1. Personal Profile

Full Name: Registration Number: Sex Nationality:

Mobile No.: Date and Year of Entry: Expected Completion Date:

Year of Study: Semester: Academic Year:

Study Programme:

Academic Department: Faculty:

2. Personal Contacts

Postal Address: Mobile Number: Email:

Physical Address:

3. Reasons for Freezing Studies⁶: Please tick (✓) the appropriate boxMedical ☐ Financial ☐ Social ☐ Others ☐Briefly Explain⁷:
.....**4. Freezing Period Sought**

Starting Date: Expected Date of Resuming Studies:

5. Freezing History1st Freezing: From: to.....2nd Freezing: From: to.....3rd Freezing: From: to.....**6. Note: A student will be required to attach a copy of this form on resuming studies**.....
Date Submitted.....
Signature

⁵ This form is applicable to be filled in by candidates who are pursuing postgraduate programmes by Thesis or those candidates who have already completed the coursework stage and have started undertaking the research part of their studies. No candidate can be allowed to freeze studies if the candidate has not paid tuition fees and officially be registered for studies.

⁶ A candidate may attach any relevant documents to support his/her request. The current academic progress should also be attached in the form.

⁷ If Postponement is sought on medical grounds, candidate must attach a medical report certified by the Medical Officer in-charge of the Zanzibar University Dispensary or authorized Health Centre approved by Zanzibar University.

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AUTHORIZATION FOR FREEZING OF STUDIES

7. Comments by the Student's Supervisor

a) Recommended ☐ b) Not Recommended ☐

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

Supervisor's Name: Signature: Date:

8. Comments by the Head of Department:

a) Recommended ☐ b) Not Recommended ☐

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

HoD's Name: Signature: Date:

9. Comments by the Dean/Director of the Faculty/Institute

a) Recommended ☐ b) Not Recommended ☐

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

Dean's/Director's Name: Signature: Date:

10. Recommendation by the Director of Postgraduate Studies and Research

a) Recommended ☐ b) Not Recommended ☐

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

Director's Name: Signature: Date:

11. Recommendation by the DVC (Academic)

a) Recommended ☐ b) Not Recommended ☐

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

DVC (Academic)'s Name: Signature: Date:

12. Approval by the Vice Chancellor

a) Approved ☐ b) Not Approved ☐

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

Chancellor's Name: Signature: Date:

Vice

Official Stamp



ZANZIBAR UNIVERSITY

UNFREEZING/RESUMING OF STUDIES FORM*⁸

(Four (4) copies of this form must be filled)

1. Personal Profile

Full Name: Registration Number: Sex Nationality:
 Mobile No.: Date and Year of Entry: Expected Completion Date:
 Year of Study: Semester: Academic Year:
 Study Programme:
 Academic Department: Faculty:

2. Personal Contacts

Postal Address: Mobile Number: Email:
 Physical Address:

3. Indicate the type of your request

- a) Unfreezing ☐
 b) Resuming ☐

4. Postponement/Freezing History

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

5. Proposed date of Unfreezing/Resuming Studies

Date	Semester	Academic Year

6. **Note:** Please attach a copy of the permission for Freezing/Postponement of Studies Form for your request to be processed⁹

.....
 Date Submitted

.....
 Signature

⁸ Please attach copy of the dully filled in form for postponing of studies to substantiate that the applicant had previously sought approval for FREEZING/POSTPONEMENT of studies.

⁹ If the candidate did not formally request for postponement/freezing of Studies, he/she must write a letter to the Director of Postgraduate Studies and Research through academic faculty/institute and department to apply for retrospective freezing/postponement of studies so that the request for unfreezing/resuming of studies can be considered administratively.

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AUTHORIZATION FOR UNFREEZING/RESUMING OF STUDIES

7. Comments by the Student's Supervisor

a) Recommended ☐ b) Not Recommended ☐

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

Supervisor's Name: Signature: Date:

8. Comments by the Head of Department:

a) Recommended ☐ b) Not Recommended ☐

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

HoD's Name: Signature: Date:

9. Comments by the Dean/Director of the Faculty/Institute

a) Recommended ☐ b) Not Recommended ☐

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

Dean's/Director's Name: Signature: Date:

10. Recommendation by the Director of Postgraduate Studies and Research

a) Recommended ☐ b) Not Recommended ☐

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

Director's Name: Signature: Date:

11. Recommendation by the DVC (Academic)

a) Recommended ☐ b) Not Recommended ☐

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

DVC (Academic)'s Name: Signature: Date:

12. Approval by the Vice Chancellor

a) Approved ☐ b) Not Approved ☐

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

Vice Chancellor's Name: Signature: Date:

Official Stamp



ZANZIBAR UNIVERSITY



PERMISSION TO TRAVEL FORM

(Four (4) copies of this form must be filled)

1. Personal Profile

Full Name: Registration Number: Sex Nationality:
 Mobile No.: Date and Year of Entry: Expected Completion Date:
 Year of Study: Semester: Academic Year:
 Study Programme:
 Academic Department: Faculty:

2. Personal Contacts

Postal Address: Mobile Number: Email:
 Physical Address:

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

a) Within the Country ☐b) Outside the Country ☐

District:

City:

Region:

Country:

4. Dates of Travel

From: To:

5. Reasons of Travel¹⁰: Please tick (✓) the appropriate boxAcademic ☐Social ☐Others ☐Briefly Explain¹¹:

.....

.....
Date Submitted.....
Signature

¹⁰ If Permission to travel is sought on academic grounds, the candidate shall state clearly academic benefits of the trip. The candidate may also attach any relevant documents that will support his/her request.

¹¹ If permission to travel is sought for other reasons apart from academic grounds, the candidate should outline how his/her absence from studies will not affect candidate's academic progress.

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AUTHORIZATION FOR PERMISSION TO TRAVEL

6. Comments by the Head of Department

(a) Recommended ☐ b) Not Recommended ☐

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

Name of HoD's: Signature: Date:

7. Comments by the Dean/Director of the Faculty/Institute

(a) Recommended ☐ b) Not Recommended ☐

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

Name of Dean/Director: Signature: Date:

8. Recommendation by the Director of Postgraduate Studies and Research

(e) Recommended ☐ (b) Not Recommended ☐

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

Director's Name: Signature: Date:

9. Approval by the DVC (Academic)

(a) Approved ☐ (b) Not Approved ☐

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

DVC (Academic)'s Name: Signature: Date:

Official Stamp



ZANZIBAR UNIVERSITY

RETURNING FROM TRAVEL REQUEST FORM¹²

(Four (4) copies of this form must be filled)

1. Personal Profile

Full Name: Registration Number: Sex Nationality:

Mobile No.: Date and Year of Entry: Expected Completion Date:

Year of Study: Semester: Academic Year:

Study Programme:

Academic Department: Faculty:

2. Personal Contacts

Postal Address: Mobile Number: Email:

Physical Address:

3. Place of Travel: (Please tick (✓) the appropriate box)(a) Within the Country ☐b) Outside the Country ☐

District:

City:

Region:

Country:

4. Date of Travel

From: To:

5. Date Returning from Travel:**6. Date Reporting for Studies:**
Date Submitted.....
Signature¹² Please attach with this form Permission to Travel form which was approved by the DVC (Academic).

For Official Use Only

AUTHORIZATION PROCESS FOR RETURNING FROM TRAVEL REQUEST

7. Comments by the Head of Department

(b) Recommended ☐ b) Not Recommended ☐

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

Name of HoD's: Signature: Date:

8. Comments by the Dean/Director of the Faculty/Institute

(b) Recommended ☐ b) Not Recommended ☐

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

Name of Dean/Director: Signature: Date:

9. Recommendation by the Director of Postgraduate Studies and Research

(f) Recommended ☐ (b) Not Recommended ☐

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

Director's Name: Signature: Date:

10. Approval by the DVC (Academic)

(b) Approved ☐ (b) Not Approved ☐

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

DVC (Academic)'s Name: Signature: Date:

Official Stamp



ZANZIBAR UNIVERSITY



APPLICATION FOR EXTENSION OF STUDIES

(Four (4) copies of this form must be filled)

1. Name of Candidate: Registration No.:

2. Faculty/Institute: Department:

3. Study Programme:

4. Nature of Programme (*Please tick (v) accordingly*)

Study Programme		Study Form		Study Mode	
Programme	Choice	Form	Choice	Mode	Choice
Masters		Thesis		Full Time	
PhD		Coursework/ Dissertation		Part Time	
PGD				Evening	

5. Studies due to end on:

6. Extension requested

1 st	
2 nd	
3 rd	

7. If 2nd and 3rd, an extension fee receipt should be enclosed.

8. Reasons for requesting an extension:

9. Period of extension: From to

10. Comments by Supervisor:

Supervisor's Name: Signature: Date:

11. Comments by Head of Department:

HoD's Name: Signature: Date:

Comments by Dean/Director of the Faculty:

Dean's/Director's Name: Signature: Date:

Comments by Director of the IPGS&R:

Director's Name: Signature: Date:

Approval by Chairperson, Senate Academic Committee (SAC)

Approved ☐Not approved ☐

Chairperson's Name: Signature: Date:

Official Stamp



ZANZIBAR UNIVERSITY

**POSTGRADUATE CLEARANCE FORM**

(Four (4) copies of this form must be filled)

Before they can collect their academic certificates, candidates must ensure safe return of all university properties/equipment/books etc. entrusted to them during the period of study at Zanzibar University. All units listed should ensure that the candidate is not materially indebted to their units before providing their respective clearance.

Name of Candidate: Registration Number:

Sex: Nationality: Degree Registered for:

Faculty/Institute and Department:

Residential/Non-residential:

If residential, please indicate the name of the Hall/Residence/Hostel:

Expected Date of Graduation:

Clearance from Units

S/N	Unit/Department/Faculty/Institute	Comments and Stamp	Signature and Date
1.	Dean of Students		
2.	Director of Library		
3.	Student's Supervisor (s)		
4.	Heads of Department		
5.	Faculty Dean or Institute Director		
6.	ZANUSO		
7.	Convocation		
8.	Bursar		
9.	In-charge Mpendae Centre		
10.	Director of Postgraduate Studies and Research (for final CLEARANCE)		

ZANZIBAR UNIVERSITY



Please affix one
recent
photograph

APPLICATION FORM FOR CREDIT TRANSFER INTO POSTGRADUATE PROGRAMMES

(Three (3) copies of this form must be filled)

Instructions

1. The complete application must include: introduction letter from the source university; certified copies of certificates used to gain admission in the previous university; a copy of the courses/subjects description or syllabus (es) at the time studies were taken, indicating course content, contact hours, method of evaluation, and grading system; birth certificate; and original pay-in-slip for payment of application fee (excluding ZU students).
2. Official transcripts from previous studies must be sent directly by the source university to Zanzibar University's DVC (Academic).
3. Students must not consider credit transfer granted until they receive official notification from the Zanzibar University.
4. Credit transfer may be approved only for the programme applied below and cannot be transferred to another programme without further application.

Part A: To be Completed by Applicant

Applying as a: ☐ Transfer Student ☐ Zanzibar University's Returning Student

1. Personal Particulars

- | | |
|---|---------------------------------------|
| 1.1 Full Name: | 1.2 Reg. No..... (Returning Students) |
| 1.3 Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female | 1.4 Date of Birth: |
| 1.5 Place of Birth: | 1.6 Citizenship: |
| 1.7 Religion: | 1.8 Marital Status: |
| 1.9 Mailing Address: | |
| 1.10 Telephone Number(s): E-mail: | |
| 1.10 Any disability? <input type="checkbox"/> None <input type="checkbox"/> Physical <input type="checkbox"/> Visual <input type="checkbox"/> Hearing <input type="checkbox"/> Speech | |

2. Degree Programme Seeking Credit Transfer

2.1	Degree programme applying for at the Zanzibar University
-----	---

3. Reasons for Seeking Credit Transfer

With evidence to attached to support the case, the reason(s) for seeking credit transfer must be clearly stated

.....

.....

.....

4. Courses for Which Credit Transfer is Sought

For Applying Student to Complete				For Official Use Only			
Previous institution: Previous Degree:				ZU course code	Course units	ZU equivalent grade	Reason if rejected
Code	Course Title	Course units	Grade				

ZANZIBAR UNIVERSITY



DISSERTATION/THESIS DEFENSE EXAMINATION RESULTS FORM FOR MASTERS/PhD DEGREE

Name of Candidate: Registration No.:

Thesis Title:

Department:

Date of Defence:

1.0	CANDIDATE PASSES	TICK (✓)
1.1	Candidate passes and no additional corrections in the thesis are required.	
1.2	Candidate passes subject to making minor corrections and revisions in the thesis as stated in the <i>defence</i> proceedings, <i>within one month</i> .*	
1.3	Candidate passes subject to making substantial corrections and revisions in the thesis as stated in the <i>defence</i> proceedings, <i>within three months</i> .	
2.0	CANDIDATE FAILS	
2.1	Candidate fails but should be given another chance to resubmit and defend the thesis after eliminating the weaknesses detailed in the <i>defence</i> proceedings, <i>within six months</i> .	
2.2	Candidate fails outright. (reasons detailed in <i>defence</i> proceedings)	

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

Panel Member	Designation	Signature+
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

⁺ In case of disagreements, each panellist should show his/her number of preference against his/her signature (e.g. 1.1, 1.2, 1.3, 2.1 or 2.2).