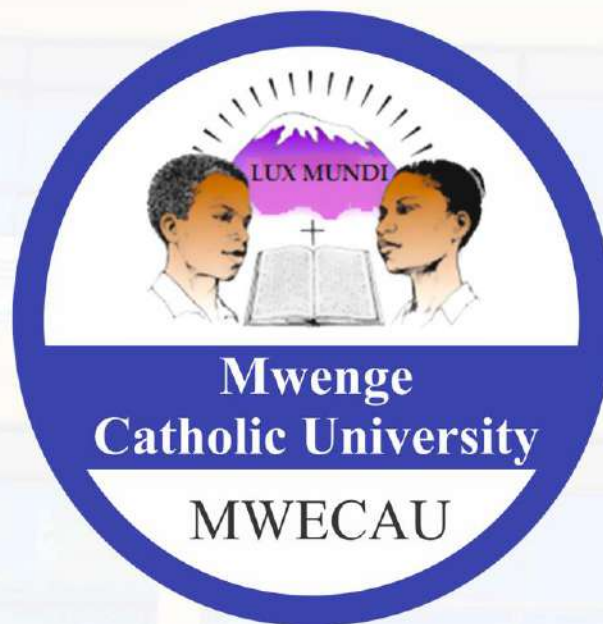


**MWENGE CATHOLIC UNIVERSITY
(MWECAU)**

**DIRECTORATE OF POSTGRADUATE STUDIES
RESEARCH INNOVATIONS & CONSULTANCY**



**Mwenge
Catholic University
MWECAU**

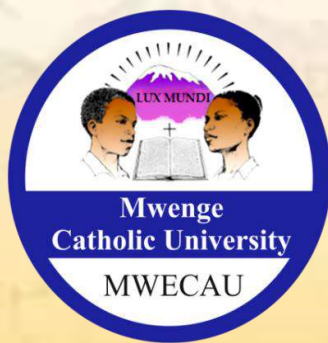
Revised MWECAU Regulations and Guidelines for Postgraduate Studies

Second Edition

**BISHOP AMEDEUS MSARIKIE
LEARNING RESOURCE CENTER**

September 2023

MWENGE CATHOLIC UNIVERSITY (MWECAU)
DIRECTORATE OF POSTGRADUATE STUDIES RESEARCH
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Mwenge Catholic University (MWECAU)

Directorate of Postgraduate Studies Research Innovations & Consultancy (DPRIC)

Revised MWECAU Regulations and Guidelines for Postgraduate Studies

Second Edition

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PREFACE

Mwenge Catholic University offers Postgraduate programmes by coursework & dissertation and also by research & thesis. They cover students studying Postgraduate Diploma, Masters and PhD degree programmes.

These guidelines have been developed by the Directorate of Postgraduate Studies Research Innovations & Consultancy to provide a practical guide to Postgraduate Students and Supervisors. The guidelines should be read together with the other regulations governing the award of degrees at MWECAU, which are set out in individual programmes, MWECAU Research and Innovations Policy, MWECAU Research Regulations and Guidelines, MWECAU's Examinations and Assessment Criteria Regulations, 2020, MWECAU Guidelines for Preparing Dissertations/Thesis and other Publications, 2023 and the TCU Standards and Guidelines for University Education in Tanzania, which has been benchmarked with Inter-University Council Standards and Guidelines for Postgraduate Studies for East Africa (2018).

The Postgraduate students are also subject to other University rules as stipulated in the Students' Bylaws and the Prospectus of Mwenge Catholic University. The MWECAU Postgraduate Guidelines cover among other things administration and management of Postgraduate programmes at MWECAU. The guidelines among other things address issues related to the supervision and responsibilities of supervisors and students, an extension of registration procedures, grading, and examination of dissertations and theses.

The team that prepared this document is highly appreciated as well as those whose inputs shaped it into what it is. Their valuable inputs have enabled the improvement of the document. Similarly, I also thank various University Committees and individuals who, in one way or another, contributed to the production of the final document.

The Postgraduate Guidelines are subject to review from time to time.

Rev. Prof. Philbert Vumilia
VICE CHANCELLOR

Date: September 2023
MOSHI –TANZANIA

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ABBREVIATIONS AND ACRONYMS

CPA(T)	Certified Public Accountant (Tanzania)
CPS	Certified Public Secretary
CSP	Corporate Strategic Plan
DPGS	Directorate of Postgraduate Studies
DPRIC	Directorate of Postgraduate Studies Research Innovations & Consultancy
DPRICC	Directorate of Postgraduate Studies Research Innovations & Consultancy Committee (DPRICC)
DRIC	Directorate of Research Innovations & Consultancy
DVC – ARC	Deputy Vice Chancellor – Academic Research & Consultancy
DVC – PFA	Deputy Vice Chancellor – Planning Finance & Administration
GPA	Grade Point Average
ICT	Information and Communications Technology
MBA	Master of Business Administration
MEd	Master of Education
MPhil	Master of Philosophy
MWECAU	Mwenge Catholic University
MWECAUIR	Mwenge Catholic University Institutional Repository
PGD	Postgraduate Diploma
PhD	Doctor of Philosophy
PRICC	Postgraduate Studies Research Innovations & Consultancy Committee
TCU	Tanzania Commission for Universities
UQF	University Qualification Framework

1.0 INTRODUCTION

In line with the MWECAU Corporate Strategic Plan (CSP) 2020/21-2025/26, the University has recently undertaken restructuring of various units in order to improve the efficiency of the management system. One of the units that was restructured is the Directorate of Postgraduate Studies (DPGS), which is under the office of the Deputy Vice Chancellor-Academic Research and Consultancy (DVC-ARC). The restructuring was done in order to establish various organs responsible for regulating and handling postgraduate matters as stipulated in various policies of the University. The implementation of the restructuring of DPGS is hence envisaged to support the growth of DPGS and generate more income to MWECAU through increased postgraduate student enrolment and demand-driven postgraduate programmes development. While restructuring, the Directorate of Postgraduate Studies (DPGS) and the Directorate of Research Innovations & Consultancy (DRIC) were merged into one Directorate named “*the Directorate of Postgraduate Studies Research Innovations & Consultancy (DPRIC)*”. Therefore, the DPRIC is charged with overall coordination of postgraduate training offered by MWECAU through various Departments and Faculties i.e., coordinating Postgraduate studies including application, registration, training and examination of theses and dissertations. It is also the responsibility of DPRIC to develop/review postgraduate studies policies, guidelines and regulations that will ensure effective and efficient delivery of postgraduate training at MWECAU. Therefore, it is in this endeavour, the Revised Regulations and Guidelines for Postgraduate Studies at MWECAU are put in place.

These Regulations and Guidelines also introduce amendments to revise and align postgraduate degree curricula to the University Qualification Framework (UQF) following the Tanzania Commission for Universities (TCU) Handbook for Standards & Guidelines for University Education in Tanzania (TCU, 2019). The amendments introduced semester system with a semester having at least 60 credits and one credit being equal to 10 notional hours.

This edition has also accommodated changes caused by the University Restructuring, which led to emergence of new academic decision organs i.e., Directorate of Postgraduate Studies Research Innovations & Consultancy and Faculty Committees). Based on these developments, some responsibilities related to postgraduate studies have been delegated to lower academic organs (Departmental and Faculty Boards). This edition has further

addressed challenges encountered in the implementation of the previous Regulations and Guidelines for Postgraduate Studies at MWECAU. These include introduction of Intellectual property management for student innovations, establishment of acceptable level of plagiarism, supplementary examinations, examination of dissertation/thesis using either soft bound or electronic pdf/editable copies, layout of chapters in dissertation/thesis prepared in published papers and publishable manuscript formats and commencement of research proposal development.

2.0 POSTGRADUATE STUDIES AT MWECAU

2.1 Administration of Postgraduate Studies at MWECAU

- 2.1.1 An applicant wishing to enter a postgraduate programme at MWECAU must submit the online application with all the required supporting documents within the period stipulated by the Tanzania Commission for Universities for a specific intake;
- 2.1.2 All postgraduate applications shall be reviewed by the relevant Departments, Faculties, DPRIC and Committee of Deans and Directors before submission of the recommended candidates to the Senate for final approval.
- 2.1.3 Certificates obtained from foreign higher learning institutions shall be subject to recognition by the Tanzania Commission for Universities (TCU). It is the applicant's responsibility to ensure this is done prior to application;
- 2.1.4 Postgraduate studies at MWECAU are comprised of Postgraduate Diplomas, Masters and PhD degrees designed to develop mastery in skills and subject matter specialization in the disciplines of choice.
- 2.1.5 Standard duration for postgraduate studies ranges from 12 months for Postgraduate Diplomas, to 24 months for Masters and 36 to 48 months for PhD degrees, depending on the field of specialisation.
- 2.1.6 However, part-time postgraduate studies can be offered as detailed in the specific postgraduate programme in the subsequent sections.
- 2.1.7 Options exist for coursework and dissertation, research and thesis for Masters and PhD degrees.
- 2.1.8 Registration modality for Postgraduate Diplomas, Master's and PhD degrees may be full-time or part-time as specified under subsequent sections.

- 2.1.9 Part-time studies can also be undertaken in the form of evening and weekend programmes established in some disciplines.
- 2.1.10 There shall be postgraduate examinations for all students doing postgraduate studies at MWECAU.
- 2.1.11 The administration of these postgraduate examinations shall be guided by the Revised MWECAU Regulations and Guidelines for Postgraduate Studies and MWECAU Examinations and Assessment Criteria Regulations as stated below and other subsequent sections:
- 2.1.11.1 There shall be ordinary, supplementary and special examinations;
 - 2.1.11.2 Ordinary examinations are those that take place at the end of the semester for each course taken by a student.
 - 2.1.11.3 A candidate has to score 50% or more in the ordinary examination in order to register a pass;
 - 2.1.11.4 Any candidate failing half or more courses in any semester shall be required to repeat the semester or session once;
 - 2.1.11.5 A candidate who fails less than half of the courses in any semester shall be allowed to sit for supplementary examinations before the end of that academic year or session;
 - 2.1.11.6 Supplementary examinations are for students who fail an ordinary examination and may take the examination at a scheduled time;
 - 2.1.11.7 The highest mark awarded for a supplementary examination shall be 50% or B grade for core courses and 40% or C grade for elective courses;
 - 2.1.11.8 Special examinations are offered due to acceptable unavoidable circumstances on the recommendation of the Departmental and Faculty Boards approved by the Directorate of Postgraduate Studies Research Innovations & Consultancy Committee (DPRICC) i.e., Where a postgraduate candidate fails to attend part or the whole of an examination (s) under circumstances that are beyond his/her control, he/she may, subject to the

production of authentic evidence and prior written approval of the Head of Department/Faculty Dean/Director, and the ratification by the Committee of Deans and Directors, be allowed to sit for special examination for the subject (s) in which he/she did not complete;

- 2.1.11.9 Special examinations are marked and graded as ordinary examinations;
- 2.1.11.10 A student who fails Special Examinations may sit for supplementary examination at a scheduled time by the University Examinations Office following the recommendation of the Departmental and Faculty Boards as well as DPRICC approved by the Committee of Deans & Directors;
- 2.1.11.11 All special/supplementary examinations shall be cleared within the respective year of study. No supplementary or special examination shall be forwarded to the next academic year under any circumstance;
- 2.1.11.12 Any student failing to sit for special/supplementary examination shall be allowed to carry over the respective course provided that such student has shown good cause for failure to sit for special/supplementary examination and such cause is duly communicated and approved by the Committee of Deans and Directors through the DPRICC;
- 2.1.11.13 Carryover means a course of study in which a candidate is allowed to retake the course in the subsequent year of study when the course is next offered. A candidate may carry a course after he/she has failed/incomplete coursework or has failed in the supplementary/special examination in a given course of study;
- 2.1.11.14 Candidates failing special examinations shall carry over the course when next offered;
- 2.1.11.15 Examinations shall be written, oral, or both as specified by each course;

- 2.1.11.16 A candidate who commits an academic offence shall be subject to disciplinary action, and if found guilty shall be suspended from the University for up to one academic year, or one semester; or expelled, depending on the seriousness of the offence;
- 2.1.11.17 On re-admission the candidate shall be required to repeat the year or session in which the offence was committed and pay full fees;
- 2.1.11.18 *Eligibility for examinations:* No candidate shall be allowed to sit for any examination in any course if she/he has not completed the requirements of the course by attendance, completing course assignments and any other designated tasks;
- 2.1.11.19 If such a candidate enters the examination room and sits for a paper, his/her results in that paper/papers shall be nullified;
- 2.1.11.20 Absence from classes shall be limited to a maximum of 25% of the teaching hours for any course;
- 2.1.11.21 Absence due to medical conditions requires a certified medical certificate;
- 2.1.11.22 Any student falling below a 75% attendance level in any course shall not be allowed to sit for the examination in that course and shall be required to repeat the course;
- 2.1.11.23 *Repeating:* A candidate who fails the supplementary examination may repeat the course once when next offered, and if he/she fails the repeated course he/she shall be discontinued from studies;
- 2.1.11.24 The highest mark awarded for a candidate repeating the course(s) after failing the supplementary examination shall be 50% or B grade for core courses and 40% or C grade for elective courses;
- 2.1.11.25 A discontinued student shall not be eligible to apply for the programme until a lapse of three (3) years has been reached from the date of discontinuation;

- 2.1.11.26 A student who repeats the semester and fails in half or more of the courses shall be discontinued from studies;
- 2.1.11.27 A postgraduate candidate shall be allowed to proceed with the dissertation stage only after passing all the coursework and semester examinations;
- 2.1.11.28 *Disciplinary action:* A student involved in an examination irregularity shall appear before the Senate Disciplinary Committee, under University Disciplinary Regulations;
- 2.1.11.29 *Absence from Examinations:* a candidate who deliberately absents himself/herself from an examination without compelling reasons shall be deregistered from the academic programme;
- 2.1.11.30 A deregistered student shall apply for re-admission to the University, by paying the application fees before the case is considered and recommended by the Departmental and Faculty Boards, DPRICC and Committee of Deans and Directors to the Senate for approval. The applicant may register after one academic year, or session and pay full fees;
- 2.1.11.31 *Appeal process:*
- i. In all University examinations a dissatisfied student may apply to the Director, DPRIC for remarking by an independent examiner within seven (7) days from the day examination results are released.
 - ii. The candidate shall be required to pay the stipulated fee for appeal.
 - iii. The student's appeal against a written examination shall be submitted to the DPRIC in writing.
 - iv. All appeals under this part shall be accompanied by an appeal fee of twenty thousand Shillings (TZS 20,000/=) only per course or as the University may from time to time prescribe. The fee is non-refundable and shall be used for processing of the appeal.

- v. The Director through the University Examinations office shall arrange for remarking of the script by another examiner and present the marks to the Senate for approval through the DPRICC and Committee of Deans and Directors before communicating to the candidate.
- vi. The appeal shall be handled by the Office of the DVC-ARC in case of a conflict of interest in the appeal process.
- vii. There shall be no appeals against marks awarded for Field Practice, Postgraduate Research Project Report or Dissertation/Thesis defence results except in extraordinary circumstances. In the latter case, the aggrieved candidate shall apply in writing to the Senate, which shall set up a committee to investigate the matter.

2.1.12 Candidates are normally required to pass all subjects of examinations at the end of the academic year before proceeding to the following year of study. In special circumstances, the Committee of Deans and Directors may allow a candidate to carry forward to the following year of study the failed Courses.

2.1.13 The maximum period of registration is five (5) years for a programme that normally takes three years; three (3) years for a programme that takes two years and two (2) years for a programme that carries a year after which the student becomes time barred and loses the registration status

2.2 Postgraduate Diploma Programmes

2.2.1 General overview

MWECAU shall offer a Postgraduate Diploma programme to equip individuals with a Bachelor degree to qualify them with highly specialised knowledge, skills and competencies for problem-solving and professional practice in a specific discipline. These are designed to be career development programmes that impart postgraduate education for advanced theoretical and practical knowledge/skills for candidates wishing to pursue careers other than research. The programmes are aimed at improving career prospects, including self-employment and enhancing individual professional, personal and vocational growth of university graduates to become professionals in specific disciplines. The programmes are

also expected to enable bridging the gap and improving the position of graduates in pursuing further studies in disciplines that may be slightly different from their foundation degrees, as may be guided by the Regulations and Guidelines for Postgraduate Studies at MWECAU.

Upon completion of a postgraduate diploma programme, a candidate at this level shall be able to:

- i. Learn and work independently with minimum supervision;
- ii. Manage and transform work or study contexts that require new strategic approaches; and
- iii. Contribute to professional knowledge and practice and/or review the strategic performance in a specific context.

2.2.2 Objectives of the Postgraduate Diploma programmes at MWECAU

- i. To empower students to become high-quality citizens with a strong ethical dimension and research foundation that will guide their professional lives and work.
- ii. To enable students to broaden and deepen their professional knowledge and skills in order to keep abreast with other emerging issues.
- iii. To enable students to apply ICT techniques using modern equipment when available and to improvise and adapt to the realities of Tanzania's situation.
- iv. To produce competent professionals in their areas of expertise.
- v. To produce lifelong learners, who can update their knowledge and skills, and adapt to the rapid social, economic and technical changes that will occur in Tanzania over the next 50 years and beyond.

2.2.3 Minimum Admission Requirements for a Postgraduate Diploma at MWECAU

2.2.3.1 Admission and registration arrangements

- i. To be admitted for a Postgraduate Diploma programme the applicant must be a holder of Bachelor degree in any specialization from MWECAU or an equivalent qualification from a recognized institution of higher learning, deemed to be equivalent to at least a pass degree of Mwenge Catholic University.
- ii. MWECAU shall also admit into a postgraduate diploma programme an applicant who has a postgraduate certificate with a minimum GPA of 2.0 or C grade. Such

qualification shall be in a subject or subjects relevant to the intended Postgraduate Diploma.

- iii. Applications for admission into the Postgraduate Diploma shall be processed following the procedure detailed in section 2.3.3 using the Form shown in Form 001.
- iv. University fees shall be paid in full or in two instalments (i.e., at the beginning of each semester). Students failing to pay fees shall be advised to freeze or postpone studies and come later after settling financial matters.
- v. No students shall be registered before payment of fees or without submission of a letter of commitment from their sponsors.
- vi. The deadline for registration shall be at the end of the fourth week of the first semester of the academic year.
- vii. There shall be an orientation day for all postgraduate diploma students after their registration.

2.2.3.2 Requirements for remedial courses for Postgraduate Diploma

- i. Candidates whose first degree is considered deficient regarding the Postgraduate Diploma programme being applied for may be required to take remedial undergraduate courses (not exceeding two courses) in addition to the minimum postgraduate requirements.
- ii. The remedial courses shall be examined and candidates shall be required to pass the courses upon which a separate certificate of attendance shall be provided.

2.2.3.3 Coursework evaluation for Postgraduate Diploma

- i. Candidates registered for the Postgraduate Diploma shall do coursework examinations following assessment procedures as shall be specified in each curriculum.
- ii. The coursework shall consist of a minimum of 60 credits (first semester) and 30 credits (second semester plus 30 credits dedicated to research) i.e., a minimum total of 120 credits per academic year will be required to complete a Postgraduate Diploma.
- iii. Research Proposal and Research Project Report shall account for 10 and 20 credits, respectively as components of research.

- iv. Each course shall be examined separately by written and/or practical examinations during the semester in which the course is offered.
- v. The pass mark for each course shall be 50% or 'B' grade for core and 40% or 'C' grade for elective courses.
- vi. Continuous assessment shall constitute 50% of the total marks while the final written or practical end-of-semester examination shall account for 50% of the marks in each course.
- vii. Candidates whose overall grade point average (GPA) is below a 'B' grade (i.e., GPA below 3.0) or who fail in half or more of the courses shall be required to repeat the semester once.
- viii. A student who repeats the semester and his/her overall Grade Point Average (GPA) is below a 'B' grade (i.e., GPA below 3.0) or who fails in half or more of the courses shall be discontinued from studies.
- ix. Candidates, whose average pass is equal to/or above B grade but failed in one or more courses, shall be required to do a supplementary examination in the failed course(s). Such examinations shall be conducted before the commencement of the subsequent academic year.
- x. The maximum grade for a supplementary examination shall be a B grade for core courses and a C grade for elective courses.
- xi. A candidate who fails the supplementary examination may repeat the course once when next offered, and if he/she fails the repeated course he/she shall be discontinued from studies.
- xii. The highest mark awarded for a candidate repeating the course(s) after failing the supplementary examination shall be 50% or B grade for core courses and 40% or C grade for elective courses;
- xiii. A student who absences oneself from continuous assessment and/or end of semester examinations without compelling reasons shall be deemed to have absconded from examinations and shall be discontinued from studies.
- xiv. A candidate discontinued from studies on grounds of failing in coursework examinations cannot be re-admitted for the same programme before time equivalent to the standard registration period for the degree programme has elapsed.

- xv. The candidate may, however, be allowed to apply for any other programme for which he/she may have qualifications to join when such a programme is next offered.
- xvi. The examination grading system shall be the same in all Faculties and students' raw marks shall be taken into account when calculating GPA.
- xvii. The grading system and equations for computing GPA for Postgraduate Diploma shall be as indicated Table 1:

Table 1: Grading system for calculating GPA for Postgraduate Diploma from raw marks at MWECAU

Grade	Range of Marks (%)	Equation	Grade Point	Description
A	70–100	$Y=0.024X+2.6$	4.5 – 5.0	Excellent
B+	60–69	$Y=0.08X -1.6$	4.0 –4.4	Very Good
B	50–59	$Y=0.1X - 3$	3.0 –3.9	Good
C	40–49	$Y=0.1X - 3$	2.0 –2.9	Satisfactory
D	0–39	$Y=0.1X - 3$	0 –1.9	Fail

- xviii. The final Postgraduate Diploma classification shall be based on cumulative GPA as seen in Table 2. In calculating the GPA, apart from scores from any core or elective courses, scores from all core courses shall be included. In computing the final grade for the Postgraduate Diploma award, the classification shall be based on the minimum number of credits required to fulfil the requirements. The semester/module and cumulative Grade Point Average (GPA) shall be calculated as given in section 2.3.5.1 (xiv to xvi).

Table 2: Classification of Postgraduate Diploma based on cumulative GPA

Class	GPA Range (Cumulative GPA)
First Class	4.5 – 5.0
Second Class	4.0 – 4.4
Pass	3.0 – 3.9
Fail	2.0 – 2.9
Fail	0 – 1.9

- xix. All cases of alleged coursework examination irregularities shall be referred to the Committee of Deans and Directors through the Departmental Board, Faculty Board and DPRICC.
- xx. The Committee of Deans and Directors shall submit recommendations to the Senate for approval.
- xxi. Any candidate who shall be shown to have cheated in any part of the examination shall be discontinued from studies.
- xxii. There shall be no external examiners for Postgraduate Diploma coursework.
- xxiii. All semester coursework results for the Postgraduate Diploma shall be approved by the Senate upon recommendations from the Committee of Deans and Directors received from the Departmental Board through the Faculty Board and DPRICC before candidates are allowed to proceed to the second semester or graduate.
- xxiv. Postgraduate Diploma shall be awarded after a candidate has successfully completed a one-year programme covering all the modules/courses in the programme.
- xxv. A candidate failing to complete the course within the specified duration shall be discontinued from studies.

2.2.3.4 Research Project Report examination

- i. Candidates registered for a Postgraduate Diploma shall be required to carry out research that will lead to the production of an examinable Research Project Report.
- ii. The structure, type and format of the research project report shall adhere to MWECAU guidelines as stipulated in the Guidelines for Preparing Dissertations/Thesis and other Publications.
- iii. Examination of such report shall be categorized as Pass or Fail after scoring an overall mark of 50% and above (i.e., Pass) or below 50% (i.e., Fail).
- iv. At least one independent examiner from within or outside MWECAU shall be recommended to the DPRICC through the Departmental Board and the Faculty Board hosting the programme to serve as an independent examiner.
- v. Postgraduate students failing the research project report shall be allowed to revise the report and re-submit for re-examination within three months. Failure to re-submit within this period will lead to discontinuation from studies.

- vi. Title of his/her Research Project Report shall appear on the student's academic transcript.

2.3 Masters' Degree Programmes

2.3.1 Objectives of the Masters' degree programmes at MWECAU

The general objective of the MWECAU Masters' Programmes is to train scholars who have highly specialised knowledge, skills and competencies for research and problem-solving in a specific field of study. A Master's degree programme of MWECAU should guarantee graduates opportunities for self-employment or employment in the formal and informal sectors of the economy. The Masters' programmes are therefore aimed at producing both scholars and workers in the economy. The specific objectives are to train:

- i. Skilled employable professionals;
- ii. Graduate skilled in Research in a field of study;
- iii. Graduate who can learn how to present research results in a scholarly manner;
- iv. Make some important contribution to knowledge.

2.3.2 Admission requirements for Masters' degree programmes at MWECAU

The standard Masters' Degree Programmes at MWECAU include i) Master's degree by Coursework and Dissertation and ii) Master's degree by Research and Thesis

2.3.2.1 Minimum admission requirements for the Master's degree by coursework and dissertation

- i. Holder of a lower second Bachelor's degree with a minimum GPA of 2.7 from MWECAU or from any other recognised institution of higher learning OR;
- ii. Holder of Advanced Diploma in the area of specialization or its equivalent qualifications from MWECAU or any other recognised institution of higher learning with a minimum GPA of 2.7 or B grade OR;
- iii. Holder of a Postgraduate Diploma in a relevant discipline/area or equivalent with a minimum GPA of 3.0 or B grade OR;
- iv. Holder of a relevant professional qualification e.g., CPA(T) or CPS;

- v. A candidate shall also meet additional Faculty specific entry requirements as approved by the Senate;
- vi. The University shall process provisional admission into a postgraduate diploma or Master's degree programme of a candidate who applied in the final year of the Bachelor's degree and has successfully completed five semesters of degree requirements for admission.

2.3.2.2 Minimum admission requirements for Master's degree by research and thesis

A candidate for admission into Master's degree by research and thesis shall hold:

- i. Bachelor's degree with a GPA of at least 3.5 OR
- ii. Bachelor's degree with a minimum GPA of at least 2.7 and research experience of at least three years.
- iii. An applicant will be considered to have acquired research experience when he/she has published at least one paper in MWECAU-recognized journals (Form 002) or one paper in conference proceedings or has attended training on grant proposal writing or research methodology or data analysis.

2.3.3 Application, registration arrangements and payment of university fees for Masters' degree programmes at MWECAU

- i. Applications for admission into Masters' degree programmes at MWECAU shall be submitted to the Admission Office which shall forward these applications to the DPRIC.
- ii. The DPRIC shall forward all applications to the Departments through Faculties hosting the degree programmes for processing and recommendation (Form 003).
- iii. The recommended applicants from the Department shall be submitted through the Faculty to the DPRIC for consolidation and recommendation to the Committee of Deans and Directors for final consideration and recommendation to the Senate for approval.
- iv. No applications for admission to Master's degree by coursework and dissertation shall be considered one month after the commencement of the semester.

- v. The deadline for registration for the Master's degree by coursework and dissertation shall be on the fourth week of the first semester of the academic year. Late registration may be considered as may be guided by the University Senate.
- vi. Candidates for the Master's degree by research and thesis degree programme shall normally be registered any time of the year after admission approval by the Senate.
- vii. University fees shall be paid in full or in two instalments (i.e., every six months). No students shall be registered prior to payment of fees or without submission of a letter of commitment from their sponsors.
- viii. Each candidate shall be assigned a supervisor(s) within the first four months after the registration.
- ix. Supervisors shall be allocated by Heads of Departments during the first four months after the students' registration upon recommendations from the Departmental PRICC. The Supervisor(s) shall act as an academic advisor(s) and guide the candidate in his/her research proposal development and research.

2.3.4 Mode of delivery and duration of the Masters' programmes at MWECAU

2.3.4.1 Standards for Master's degree by coursework and dissertation

- i. Candidates shall be registered for Master's degree by coursework and dissertation leading to the submission of a dissertation.
- ii. The programme entails a minimum of 180 credits. The candidate shall be required to do coursework, research proposal and dissertation writing that shall account for 120, 15 and 45 credits, respectively.
- iii. Students shall be required to present a minimum of two refereed seminars over a period of 24 months (full-time) or 36 months (part-time) and or 36 (full-time) and 48 (part-time) months if an extension of registration is requested (Form 004) and approved. The first seminar shall be presented during the proposal writing stage while the other one(s) shall be presented during the research stage before the dissertation examination. The assessment shall be done using the forms given in Form 005 and Form 009.
- iv. Upon submission of an approved research proposal, candidates shall be allowed to proceed with the research part of the study, whose normal duration shall be nine months (maximum 12 months if extension is requested).

- v. The maximum normal duration for this Master's degree shall be 24 months (full time) and 36 months (part time).
- vi. Candidates who are not able to complete the research part of the study within the 12 prescribed months may be allowed an extension of up to 12 months.
- vii. Candidates shall be required to appear for oral defence subject to positive recommendations from examiners.
- viii. Monitoring of progress and performance of students shall involve the submission of progress reports at an interval of four months for the period ending February (semi-annual report, Form 006) and July (annual report, Form 007) every calendar year.
- ix. Submission of semi-annual and annual progress reports (for periods ending February and July every year) shall be mandatory and shall be done using available platforms as guided from time to time by the DPRIC at MWECAU. Such a report must reach the Head of the Department hosting the student not later than the 15th day of the reporting month, i.e., February (semi-annual report) and July (annual report).
- x. These reports should be summarized, discussed and recommended by the Departmental and Faculty Boards, respectively (Form 008).
- xi. Faculties shall submit their recommendations to the DPRICC, which will in turn consider and recommend to the Committee of Deans and Directors.
- xii. The Committee of Deans and Directors will receive and consider the consolidated progress reports from the Faculties and recommend them to Senate for approval.

2.3.4.2 Standards for Master's degree by research and thesis

- i. A Master's degree programme by Research and Thesis is designed to offer Master's degree training to candidates who may wish to pursue research careers and who by nature of their occupations may not be able to follow the standard Master's coursework curriculum. The programme entails 24 months of research work, including nine months for the development and approval of a research proposal.
- ii. Candidates shall be registered for this Master's degree leading to the submission of a thesis. Under this programme, the candidate is expected to undertake and complete a single larger research project.
- iii. Candidates who fail to complete the research part within the 24 prescribed months may be allowed for an extension of registration of up to 12 months.

- iv. To qualify for an award of a Master's degree by Research and Thesis, the candidate shall accumulate a minimum of 180 credits. Research proposal, research competence and thesis shall account for 15, 45 and 120 credits, respectively.
- v. The candidate shall periodically present a minimum of three refereed seminars over the period of 24 months or 36 months when under approved extension of registration.
- vi. The first seminar will be presented during the research proposal writing stage while the other seminars will be presented during the research stage before the thesis examination.
- vii. Candidates shall be required to appear for oral defense subject to positive recommendations from examiners.
- viii. Monitoring of progress and performance of students shall involve the submission of semi-annual and annual progress reports for the period ending February and July of every calendar year.
- ix. Submission of semi-annual and annual progress reports shall be mandatory and will be done using available platforms as guided from time to time by the DPRIC at MWECAU. Such reports must reach the Head of the Department hosting the student not later than the 15th day of the reporting month, i.e., February or July of every year.

2.3.5 Masters' degree programmes evaluation procedures

2.3.5.1 Coursework evaluation for Masters' degree programmes

- i. Candidates registered for Master's degree by coursework and dissertation shall attend and pass a minimum of 60 credits per semester and a minimum total of 120 credits of coursework per academic year. They shall also do coursework examinations following assessment procedures as shall be specified in each degree programme.
- ii. Candidates registered for Master's degree by Research and Thesis shall accumulate a minimum of 180 credits. For these candidates, research proposal, research competence and thesis shall account for 15, 45 and 120 credits, respectively. The research competence is meant to enhance students' competence in research

- methods, statistics and data analysis, research ethics, scientific publications and discipline of research.
- iii. Master's degree students whose first degree is considered deficient in relation to the degree programme being applied for, may be required to take remedial undergraduate courses.
 - iv. The remedial courses (not exceeding two per semester) shall be examined and candidates shall be required to pass the courses upon which separate certificates of attendance shall be provided. Candidates attending remedial courses may also start development of research proposal as may be prescribed by the hosting Department of the degree programme.
 - v. The Master's degree students by coursework and dissertation must successfully complete the coursework part with a mean overall grade of 'B' or above (i.e., GPA of at least 3.0) in all core courses and 'C' grade or above in all the elective courses (i.e., elective courses required to make the minimum total credits) before they are allowed to proceed with the research phase.
 - vi. Part time students can be allowed to accumulate coursework results up to two years before embarking on research phase in the third year.
 - vii. Each course shall be examined separately by written or practical examination during the semester in which the course is offered. The pass mark for each course shall be 50% or 'B' grade for core and 40% 'C' grade for elective courses (Table 3). Continuous assessment shall constitute 50% of the total marks while the final written end of semester examination shall account for 50% of the marks in each course. Candidates whose overall grade point average (GPA) is below a 'B' grade (i.e., GPA below 3.0) shall be discontinued from studies.

Table 3: Grading system for postgraduate programmes

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

- viii. A candidate whose average pass is equal or above a B grade but failed in one or more courses, shall be required to do a supplementary examination.
- ix. The maximum grade for a supplementary examination shall be B grade for core courses and C grade for elective courses.
- x. A student who absents oneself from continuous assessment and/or end of semester examinations without compelling reasons shall be deemed to have absconded from examinations and shall be discontinued from studies.
- xi. Candidates shall be allowed to sit for supplementary examinations once only. Such examinations shall be conducted before the commencement of the subsequent academic year. A candidate who fails the supplementary examination may repeat the course once when next offered, and if he/she fails the repeated course he/she shall be discontinued from studies.
- xii. A candidate discontinued from studies on grounds of failing in coursework examinations cannot be re-admitted for the same programme before time equivalent to the standard registration period for the degree programme has elapsed. The candidate may, however, be allowed to apply for any other programme for which he/she may have qualifications to join when such a programme is next offered.
- xiii. The examination grading system shall be the same in all Faculties and students' raw marks shall be considered when calculating GPA (Table 4). The grading system and equations for computing GPA shall be as indicated in Table 4.

Table 4: Sample grading system used to calculate GPA from raw marks

Grade	Range of marks (%)	Equation	Grade Point	Description
A	70 - 100	$Y = 0.02X + 3$	(4.4 - 5.0)	Excellent
B+	60 - 69	$Y = 0.04X + 1.6$	(4.0 - 4.3)	Very Good
B	50 - 59	$Y = 0.1X - 2$	(3.0 - 3.9)	Good
C	40 - 49	$Y = 0.1X - 2$	(2.0 - 2.9)	Satisfactory
D	0 - 39	$Y = 0.2X - 6$	(1.0 - 1.9)	Weak

Where Y = Grade points and X = Raw Marks (%)

- xiv. In calculating the GPA, apart from scores from any optional or elective courses, scores from all core courses shall be included in computing the final grade for degree classification based on the minimum number of credits required to fulfil requirements for the postgraduate programme degree award. The semester/module and cumulative grade point averages (GPA) shall be calculated as follows:
- Accredited courses given for each postgraduate programme shall be appropriately weighted in terms of credits (e.g., 12 credits);
 - The letter grades shall be assigned grade points using raw marks as shown in Table 3 and the sample grading system used to calculate GPA from raw marks provided in Table 4;
 - To get the score for each course multiply the grade points obtained from the raw marks, as in (b) by the number of credit weights as in (a);
 - The total score for the award shall be the total score for all countable courses taken by the candidate for the programme, computed as in (c); and
 - The average score for the award shall be computed by dividing the total scores in (d) by the total credit weight obtained under (c).
- xv. The total point scores (GPA) shall be truncated at one decimal place as shown in Table 3
- xvi. The final degree classification based on the GPA for classifiable degrees shall be as detailed in Table 5.

Table 5: Postgraduate degree classification

Class	Grade	Grade Point Range
First Class	A	4.5 – 5.0
Second Class	B+	4.0 – 4.4
Pass	B	3.0 – 3.9

- xvii. All cases of alleged coursework examination irregularities shall be referred to the Committee of Deans and Directors upon recommendation from Departmental Board, Faculty Board and DPRICC.
- xviii. The Committee of Deans and Directors shall submit recommendations to Senate for approval.
- xix. Any candidate who shall be shown to have cheated in any part of the examination shall be discontinued from studies.
- xx. All semester coursework results shall be approved by Senate upon recommendations from the Committee of Deans and Directors before candidates are allowed to proceed with the second semester and research phase.

2.3.5.2 Refereed seminar evaluation

- i. At an appropriate stage, as specified by each type of Master's degree, candidates will be required to present refereed seminar(s). These include a research proposal and results-based seminars.
- ii. The purpose of these seminars will be to ascertain competence in research methodology, analytical skills and applicable instruments.
- iii. The Head of the Department shall be responsible for organizing refereed seminars, appointing a panel of at least two referees and one discussant to be moderated by an independent Chairperson.
- iv. For the Master's degree by Coursework and Dissertation students, in addition to the oral defence (viva voce) examination, the candidate shall present and pass at least TWO refereed seminars during their study duration. The first seminar shall be on the research proposal and the remaining one on research results.

- v. For the Master's degree by research and thesis; in addition to the oral defence (viva voce) examination, the candidate shall present and pass at least THREE referred seminars during their study duration. The first seminar shall be on the research proposal and the remaining two seminars on research results.
- vi. At the end of each seminar presentation, the panellists shall award marks and score the seminar as indicated in Form 005 and Form 009.
- vii. The panellists shall prepare a report to be submitted to the Departmental Board by the Chairperson of the panel for discussion and recommendation to the Faculty Board that shall submit their recommendations to the DPRICC.
- viii. The recommendations of the DPRICC shall be submitted to the Committee of Deans and Directors for consideration and recommendations. The Committee of Deans and Directors shall submit its recommendations to the Senate for approval.
- ix. Candidates scoring an average of less than 50% during seminar presentation shall be regarded to have failed and shall be required to present the same for a maximum of two additional times. Candidates failing after three presentations shall be discontinued from studies.

2.3.5.3 Research proposal evaluation and approval

- i. Before commencing research for a dissertation or thesis, a candidate shall submit to the hosting Department a concise research proposal for final approval.
- ii. Based on the report of the panel, the Department may decline to approve the proposal or recommend revision if:
 - a) In its opinion, it is unsuitable in content;
 - b) The conditions under which the candidate proposes to work are unsatisfactory;
 - c) The proposed work is a repetition of known research work;
 - d) The budget is unrealistic or prohibitive and the time to undertake research will be longer than allowed.
- iii. The deadline for submission of an approved proposal shall be nine months for Masters degree students, with a maximum extension of up to 12 months of the first year upon request by students and approval by the Departmental Board.

2.3.6 Structures, types and formats of dissertations/theses for Masters' degree programmes

2.3.6.1 General description

- i. The Master's degree dissertation/thesis is a test of the student's ability in scientific writing and comprises an integral part of the research work. The dissertation must convey to the reader, clearly and unambiguously, the main line of thought, which led the investigator to his/her conclusions. It should be written clearly and concisely. The dissertation/thesis must comprise a complete entity and must contain all the data required for the reader to judge the reliability of the work and conclusions reached.
- ii. The Master's degree dissertation or thesis may be written in published or publishable paper formats. The choice and decisions on the format of the dissertation will therefore be made by the student after consultation and agreement with the supervisor(s) when the student begins to analyse the data of his/her research.
- iii. The students registered for a Master's degree by coursework and dissertation shall have submitted at least one manuscript for publication in MWECAU-recognized journals (Form 002) prior to the final submission of the dissertation. This should be supported with evidence of submission and acknowledgement from the editor of the journal in which the paper has been submitted and that the paper is under review.
- iv. The students registered for Master's degree by research and thesis shall be required to have submitted for publication at least two manuscripts in MWECAU-recognized journals (Form 002) prior to the final submission of the thesis. One of the said manuscripts must be in "published" or "accepted" status in MWECAU-recognized journals. The second manuscript may have the status "submitted" and should be supported with evidence of submission and acknowledgement from the editor of the journal in which the manuscript has been submitted and that the manuscript is under review.
- v. Any paper submitted or published in predatory journals (Form 0010) shall not be accepted as part of the dissertation.

- vi. Binding of the final dissertation/thesis shall adhere to MWECAU guidelines as stipulated in the Guidelines for Preparing Dissertations/Thesis and Other Publications.

2.3.6.2 Dissertations/theses developed in published papers format

The requirements and standards for a dissertation/thesis developed in “published papers format” are as follows:

- i. The student must have at least two full-length papers emanating solely from his/her Master’s degree study. He/she must appear as the first author.
- ii. One of the said papers must be in “published” or “accepted” status in MWECAU-recognized journals. The second paper may have the status “submitted” as evidenced by an acknowledgement from the editor of the journal that the paper is under review. Any papers published in predatory journals shall not be accepted as part of the dissertation.
- iii. When part of the work or whole was performed in collaboration with another investigator and/or student, the kind of collaboration involved should be explained as clearly as possible, namely, which parts of the dissertation/thesis describe results from collaboration, and what was the role of the student in the collaboration. A letter from the student’s supervisor should accompany the submitted dissertation/thesis. The letter should indicate the contribution of the student to each paper (in the case of multi-author papers) (Form 0018). It should also indicate that the submitted articles were not and will not be part of other dissertations/theses in the “published papers” format.
- iv. The dissertation/thesis shall have common sections consisting of an extended abstract (not exceeding 1,000 words), General introduction, Paper-based chapters, General discussion, General conclusions and recommendations, References and Appendices. These sections (excluding paper-based chapters) shall contain the overall theme of the dissertation, a description of the commonality of the concepts across the articles, and the overall implications of the findings.
- v. Binding of the final dissertation/thesis shall adhere to MWECAU guidelines as stipulated in the Guidelines for Preparing Dissertations/Thesis and Other Publications.

2.3.6.3 Dissertations/theses developed in publishable manuscript format

- i. Dissertation/thesis in publishable manuscript (manuscript-within-dissertation) format shall consist of at least two publishable papers.
- ii. The publishable manuscript(s) should adopt the format of a specified journal which is recognized by MWECAU.
- iii. Predatory journals shall not be accepted to guide the preparation of the dissertation/thesis.
- iv. The dissertation/thesis shall have common sections consisting of an Extended abstract (not exceeding 1,000 words), a General introduction, Manuscript-based chapters, General discussion, General conclusions and recommendations, References and Appendices. These sections (excluding paper-based chapters) shall contain the overall theme of the dissertation, a description of the commonality of the concepts across the articles, and the overall implications of the findings.
- v. Binding of the final dissertation/thesis shall adhere to MWECAU guidelines as stipulated in the Guidelines for Preparing Dissertations/Thesis and Other Publications.

2.3.7 Submission of dissertations for examination

- i. The submission of dissertations/thesis for examination to the DPRIC shall be both in soft bound and electronic (PDF and editable) copies.
- ii. Means for submission of dissertations/theses shall be guided by the DPRIC at MWECAU.
- iii. The student is expected to submit an intention for submission of his/her dissertation/thesis at least three months before the due date. He/she shall do this by filling in the “Note of Intention to submit dissertation/thesis form” (Form 0011). Examination arrangements proposed by the Head of the Department together with Curriculum Vitae (CV) and contacts of the external examiner(s) shall accompany this notice.
- iv. Every dissertation/thesis submitted for the Master’s degree must be accompanied by a declaration by the candidate to the satisfaction of the Senate, stating that it is the candidate’s own original work done within the period of registration and that it has

neither been submitted nor being concurrently submitted in any other institution. Moreover, the candidate shall declare that he/she has not breached any plagiarism standards by submitting a plagiarism report as evidence for a plagiarism check.

- v. The dissertation/thesis shall contain a statement of copyright by the author as follows: “No part of this dissertation may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or Mwenge Catholic University in that behalf”.
- vi. A dissertation/thesis submitted must be satisfactory as regards the format and literary presentation as will be described in the Guidelines for Preparing Dissertations/Thesis and Other Publications.
- vii. The dissertation/thesis must contain an extended abstract of not more than 1,000 words. The abstract shall concisely indicate the problem investigated, the procedures and research methods employed, the general results, new contributions made, and the major conclusions reached.
- viii. Note that submission of the soft bound copy of the dissertation signed by the student and the supervisor(s) to the DPRIC should be in four copies; accompanied by a letter signed by the student through the Supervisor, Head of Department and Dean of the Faculty.

2.3.8 Examination of Master’s dissertation/thesis and Degree Award

- i. Each dissertation/thesis submitted for a Master’s degree award shall be examined by at least three specialists approved by the Senate through the recommendations of the relevant Department Board, Faculty Board, DPRICC and Committee of Deans and Directors.
- ii. At least one of the three examiners must be external to the University. Of the remaining two examiners who should not have supervised the candidate, one must be internal to the University.
- iii. The examiners must possess academic qualifications and experience relevant to the academic discipline or profession. He/she shall be a person of seniority in his/her field of study with relevant experience and sufficient knowledge of his/her subject area to assess students’ work in terms of knowledge and skills.

- iv. There shall be terms of reference by which both the internal and external examiners shall discharge their duties as presented in Form 0012 and as may also be reviewed from time to time by the Senate.
- v. Supervisors shall not serve as examiners of the students they have supervised.
- vi. Both the internal and external examiners shall be required to submit their reports about the dissertation within a maximum period of one month from the date of its dispatch. If reports are not received within one month, a reminder with a maximum extension of two weeks shall be served to the examiners. In the absence of a response after such a reminder, new examiners shall be appointed. However, after the first reminder, a warning letter shall be served to MWECAU examiners, while the external examiners shall be informed that they are no longer the external examiners of the student.
- vii. Each examiner shall be required to summarize his/her report about the dissertation/thesis with raw marks and definite recommendations for one of the following actions as presented in Form 0013.
 - a) The dissertation/thesis passes i.e., it is of an acceptable standard; the candidate be allowed to sit for Defence/*Viva Voce* examination before incorporating the examiner's comments and typographical errors (minor changes);
 - b) The dissertation/thesis passes subject to substantial corrections/revisions i.e., it is not of an acceptable standard, but the candidate be allowed to do substantial corrections and revisions as indicated in the examination reports to the satisfaction of the supervisors and examiners;
 - c) The dissertation/thesis is not of an acceptable standard (NOT ACCEPTED), but the candidate be allowed to re-submit the dissertation/thesis for re-examination after one or more of the following: additional data collection, additional analysis, additional literature review and revisions, re-writing and/or others (as specified by the examiners);
 - d) The dissertation/thesis be rejected outright (i.e., plagiarism above 30% or a combination of wrong problem statement, objectives, methodology, data analysis and results).
- viii. Where the examiners disagree in the overall recommendations, the DPRICC shall examine the case and recommend one of the following actions:

- a) The recommendation of the External Examiner be adopted after the Committee of Deans and Directors is satisfied through the recommendations of the DPRICC;
OR
 - b) The recommendation of an internal examiners be adopted after the Committee of Deans and Directors is satisfied through the recommendations of the DPRICC;
OR
 - c) Another independent internal examiner (without knowledge of the previous examiners' assessments) be appointed to examine the dissertation/thesis after the Committee of Deans and Directors is satisfied through the recommendations of the DPRICC;
- ix. A dissertation/thesis recommended for re-writing must be re-submitted within six months.
 - x. A student failing to re-submit within this period without compelling reasons shall be discontinued from studies.
 - xi. Further, if examiners are unable to submit re-examination reports within one month, the DPRICC shall examine the situation and recommend to the Committee of Deans and Directors the appointment of two independent internal examiners to examine the re-written dissertation/thesis.
 - xii. A dissertation/thesis shall be rewritten and re-examined only once.
 - xiii. Dissertation/thesis rejected by examiners after re-submission shall not be accepted for another re-examination at Mwenge Catholic University.
 - xiv. Subject to the positive outcome of the dissertation/thesis examination, the candidate shall be invited to attend an oral defense of his/her dissertation.
 - xv. The duration of the *viva voce* examination for Masters by coursework & dissertation shall not exceed one hour and a half arranged in the following order:
 - a) maximum 30 minutes of an oral presentation;
 - b) maximum 45 minutes of questions & answers and
 - c) maximum 15 minutes of deliberations.
 - xvi. The duration of the *viva voce* examination for Master by research and thesis shall not exceed two hours arranged in the following order:
 - a) maximum 30 minutes of an oral presentation;
 - b) maximum 75 minutes of questions & answers and

- c) maximum 15 minutes of deliberations.
- xvii. The oral defence panel for Master degrees shall consist of at least three examiners comprising the following members:
 - a) The Chairperson of the panel with voting power who during the *viva voce*, shall ask the candidate questions submitted by the external examiner(s) as well as his/her own questions;
 - b) One independent internal examiner who examined the dissertation/thesis;
 - c) Head of the Department where the candidate is registered or his/her Appointee.
- xviii. The Secretary to the Panel shall be the Appointee from the Head of the Department where the candidate is based.
- xix. External examiner and Internal examiner from outside the university shall submit questions, which shall be asked by the Chairperson of the panel.
- xx. The Supervisor (s) may be invited to attend but shall not be allowed to examine the candidate, ask questions or provide comments.
- xxi. While the oral defense examination panel will be responsible for assessing the candidate, the event may be open to the public (non-panel members), upon approval by the Committee of Deans and Directors as recommended from time to time by the MWECAU DPRICC. However, questions and comments will only be made by the five-panel members. The number of non-panel members shall not exceed 30.
- xxii. Limited number of questions from non-panel members may be allowed if approved by the Chairperson of the examination panel.
- xxiii. The defense panellists shall be provided with full texts of examiners' reports and copies of candidates' dissertation/thesis, at least one week before the date of oral examination. Candidates shall not be allowed to get access to examiner's dissertation/thesis reports before the oral defense examination.
- xxiv. At the end of the oral defense examination, the panel members shall sign an examination results form, giving specific recommendations for one of the following actions (Form 0014):
 - a) The Degree be awarded to the candidate subject to making minor corrections and revisions in the dissertation/thesis as detailed in the *viva voce* proceedings, examination reports and in the dissertation/thesis;

- b) The Degree be awarded to the candidate subject to substantial corrections/revisions. The candidate be allowed to do substantial corrections and revisions as indicated in the *viva voce* proceedings and examination reports for a period of not less than three months BUT not exceeding six months to the satisfaction of the supervisors and the Chairperson of the panel;
- c) The degree is not awarded. The candidate repeats the *viva voce* examination due to his/her failure to defend the dissertation/thesis successfully. The candidate be given six months to re-write his/her dissertation/thesis for re-examination by the internal examiner as indicated in the *viva voce* proceedings and examination reports before being allowed to repeat the *viva voce* examination;
- d) The candidate fails outright (reason detailed in *viva voce* proceedings)
- xxv. The supervisor shall be responsible for guiding and ascertaining that the candidate addresses all corrections recommended by the examiners and *viva voce* panel.
- xxvi. Should the candidate fail to submit a corrected dissertation/thesis within the specified period, he/she shall be discontinued from studies.
- xxvii. A candidate who absents oneself from scheduled oral defense (i.e., primary and subsequent *viva voce* examinations as specified in Section 2.1) without compelling reasons shall be deemed to have absconded from the *viva voce* examinations and shall be discontinued from studies.
- xxviii. The Master's degree student shall be allowed to defend only once after the first attempt to do *viva voce* examination otherwise he/she will be discontinued from studies.
- xxix. Each panellist shall fill and sign a special *viva voce* Examination Results Form (Form 0015) indicating his/her specific recommendation on the candidate performance.
- xxx. The average score of the panellists' scores shall constitute the final verdict of the defense examination.
- xxxi. Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision and a majority vote in favour shall be required for passing *viva voce* examination.
- xxxii. The Chairperson of the oral defense panel shall submit to DPRIC through the respective Dean of the Faculty a comprehensive report approved by the *viva voce*

panellists, detailing all the questions addressed to the candidate and the answers the candidate gave to those questions for further actions.

- xxxiii. Where there is a disagreement between the recommendations of the dissertation/thesis examiners and those of the *viva voce* panellists, the DPRICC shall carefully study the case and recommend to the Senate through the Committee of Deans and Directors one the following:
 - a) The candidate revises and resubmits the dissertation/thesis for a further oral/defense examination, within six months but not exceeding 12 months from the date of the decision by the Senate; or
 - b) The candidate is deemed to have failed outright.
- xxxiv. Before binding the dissertation/thesis for final submission, the candidate shall be required to submit an unbound dissertation/thesis to the DPRICC for checking and certifying compliance with approved publication standards. This Committee shall need a maximum of five working days to respond to such submissions.
- xxxv. The candidate shall submit an error-free version of the dissertation/thesis to the Faculty through the Department, which upon satisfaction, shall permit the candidate to submit six copies of the hardbound dissertation/thesis to the DPRIC.
- xxxvi. Note that the submission of the hardbound copies of the dissertation signed by the students and the supervisor(s) to the DPRIC should be in six copies accompanied by a letter signed by the student through the Supervisor, Head of Department and the Dean of the Faculty.
- xxxvii. The supervisor shall also write an accompanying letter to the DPRIC through the Head of Department, and Dean of the Faculty, ascertaining that the submitted copies of the dissertation/thesis are error-free.
- xxxviii. The final decision on the award of the Master's degree shall be made by the Senate on recommendation of the Committee of Deans and Directors based on the recommendations of the DPRICC
- xxxix. Candidates who successfully complete coursework but fail the research component of the Master's degree programme shall be awarded a Postgraduate Diploma if such Postgraduate Diploma is specified in their degree curriculum.

- xl. Candidates shall be required to upload an electronic (PDF and editable) soft copy of their error-free dissertation/thesis in the MWECAU Institutional Repository (MWECAUIR) and submit evidence to the DPRIC.
- xli. Dissertations/theses with potentially patentable innovations shall not be uploaded in MWECAUIR prior to patenting.
- xlii. The candidate shall submit to the DPRIC at least six final copies of the hard-bound dissertation/thesis for distribution to DPRIC, MWECAU Library, Faculty, Department and supervisors.
- xliii. The deadline for submission of error-free dissertation/thesis shall be at least two weeks before the last Senate meeting preceding graduation. Candidates failing to meet this deadline shall not be considered ready for graduation. Candidates awarded degrees by the Senate shall be presented for graduation at next graduation ceremony.

2.4 Doctor of Philosophy (PhD) Degree Programme

2.4.1 General description

- i. In contrast to Masters' degree programmes, a PhD programme is a recognition of successful postgraduate research experience. Here the Supervisor(s) should recognize that the candidate had already acquired some training experience in research when he/she was a Master's degree candidate.
- ii. What is expected of the PhD candidate is thus far much more than what has been outlined above for the Master's degree candidate. Here the supervisor(s) expect the candidate to:
 - a) Make a distinct contribution to new knowledge of facts and/or theory;
 - b) Produce considerably more original work than required for the Master's degree programme;
 - c) Manifest greater depth and breadth in his/her review of the relevant literature than is the case for the Master's degree candidate;
 - d) Be more innovative in his/her analysis of the data he/she has collected;
 - e) Exercise more initiative in his/her research than for the Master's degree research candidate;

- iii. After the first or second year, the PhD candidate should be able to work independently and to be guided rather than directed by his/her supervisor(s). Still, it is the responsibility of the Supervisor(s) to guide the candidate in the right direction.

2.4.2 Types, duration and structures of doctoral programmes

- i. Doctoral education is inspired and designed to address both the socio-economic, professional, educational and general needs for informed human resource needs for national, regional and global challenges of development.
- ii. In general terms, it entails advanced research that makes “a significant and original academic contribution” to a discipline or field and demonstrates on the part of the candidate a “high-level of independent scientific research and leadership capability”.
- iii. There are two types of PhD programmes offered at MWECAU, namely:
 - a) PhD by coursework and dissertation;
 - b) PhD by research and thesis.
- iv. All candidates for PhD by coursework and dissertation shall be required to take and pass courses as prescribed by the curriculum.
- v. Dissertation/thesis can be prepared in three formats namely monograph, published papers and publishable manuscript formats.
- vi. Decisions with respect to the type of format of the dissertation/thesis are made by the supervisors and the candidate when the latter begins to analyse the data of his/her research.

2.4.3 Doctoral degree programmes by coursework and dissertation

2.4.3.1 Structure

- i. Candidates for PhD by coursework and dissertation require 540 credits for them to qualify for an award of PhD degree.
- ii. The coursework shall be offered during the first academic year and shall consist of core, specialization core, and elective courses, which shall add up to a minimum of 90 credits per semester and a minimum total of 180 credits per academic year.
- iii. The research concept note and proposal shall account for 15 and 50 credits, respectively, while research competence and dissertation shall account for 95 and 200 credits, respectively.

- iv. Candidates for PhD by coursework and dissertation shall be required to present a minimum of four refereed seminars over a period of three to four years.
- v. The first and second seminars shall be on research concept note and proposal, respectively. The third and fourth seminars shall be on sharing research results. The first seminar shall be presented upon registration. The second seminar shall be presented within six months after the registration. The last two seminars shall be presented during the research period, to ascertain the candidate's progress in research work and mastery of the discipline of study. Seminar evaluation forms shall be used to evaluate the candidate (Form 005 and Form 009)
- vi. The Head of the Department shall be responsible for arranging seminars as it applies to the Masters' degree programmes (Section 2.3.5.2 (iii))
- vii. For a PhD candidate by coursework and dissertation to qualify for an award of the PhD degree, he/she shall have at least one published or accepted manuscript in MWECAU recognized journals based on his/her research.

2.4.3.2 Coursework Evaluation

- i. Candidates registered for the PhD Programme by coursework and dissertation shall be required to do coursework examinations following assessment procedures specified for the degree programme.
- ii. A candidate must pass all core and elective courses that together add up to a minimum of 90 credits per semester and a minimum total of 180 credits per academic year.
- iii. Each course shall be examined separately by written and/or practical examination during the semester in which the course is offered.
- iv. The pass mark for each course shall be 50% or 'B' grade for core courses and 40% or 'C' grade for elective courses.
- v. Continuous assessment shall constitute 50% of the total score while the final written and or practical end-of-semester examination shall account for 50% of the score in each course. Candidates whose overall grade point average (GPA) is below a 'B' grade (i.e. GPA below 3.0) shall be discontinued from studies.
- vi. Candidates whose average pass is equal to or above B grade but failed in one or more courses, shall be required to do a supplementary examination.

- vii. The maximum grade for a supplementary examination shall be a B grade for core courses and a C grade for elective courses.
- viii. Candidates shall be allowed to sit for supplementary examinations once only.
- ix. Such supplementary examinations shall be conducted through an internal arrangement of the Department and the Faculty hosting the degree programme after Senate approval of the examination results.
- x. A student who fails supplementary examination(s) once shall be discontinued from studies.
- xi. A candidate discontinued from studies on grounds of failing coursework examinations cannot be re-admitted for the same course before a time equivalent to the standard registration period for the degree programme has elapsed. The candidate may however be allowed to apply for any other programme for which he/she may have qualifications to join when such a programme is next offered.
- xii. Examination grading system shall be the same in all Faculties and students' raw marks shall be taken into account when calculating GPA. The grading system and equations for computing GPA shall be as indicated in **Section 2.3.5.1** and **Tables 3 and 4**.
- xiii. The final degree classification for classifiable degrees shall be as detailed in **Table 5**.
- xiv. All semester coursework results for PhD degree programmes shall be recommended to the DPRICC after having been processed and considered by the Departmental and Faculty Boards.
- xv. All semester coursework results for PhD degree programmes shall be approved by the Senate upon recommendations from the Committee of Deans and Directors before a candidate is allowed to proceed to the next level.
- xvi. All cases of alleged coursework examination irregularities shall be referred to the Committee of Deans and Directors upon recommendation from Departmental and Faculty Boards through the DPRICC.
- xvii. The Committee of Deans and Directors shall submit recommendations to the Senate for approval.
- xviii. Any candidate who shall be shown to have cheated in any part of the examination or in the course of study shall be discontinued from studies.

- xix. Candidates who successfully complete coursework but fail the research component shall be awarded a postgraduate diploma if such an award is stipulated in the curriculum of the programme.
- xx. Candidates who successfully complete coursework but fail to defend the dissertation successfully shall be awarded a Master of Philosophy (MPhil) degree if such an award is stipulated in the curriculum of the programme.
- xxi. In case a candidate is taking the remedial course(s), the evaluation procedure will be as per the respective curriculum of the degree programme of MWECAU.
- xxii. The maximum number of remedial courses shall be four (maximum of two per semester).
- xxiii. The courses should be appropriate to the candidate's area of specialization, as recommended by the supervisor(s) and approved by the Department.
- xxiv. The remedial courses shall not contribute to the candidate's overall credits.

2.4.4 Doctoral Degree Programmes by Research and Thesis

- i. A PhD degree by research and thesis is designed to impart competence in working with scientific methods.
- ii. For a candidate to qualify for an award for a PhD by research and thesis, a minimum of 540 credits are required.
- iii. Research concept note and proposal shall account for 15 and 30 credits, respectively, while research competence and thesis shall account for 135 and 360 credits, respectively.
- iv. Candidates registered for PhD by Research and thesis, the 135 credits are meant to enhance students' competence in research methods, statistics and data analysis, research ethics, scientific publications and discipline of research.
- v. Candidates shall be required to present a minimum of five refereed seminars over a period of three to four years. The first and second seminars shall be research concept note and proposal, respectively. The remaining three seminars shall be part of the sharing of research results. The first seminar shall be presented upon registration. The second seminar shall be presented within six months after registration. The remaining three seminars shall be staggered over the remaining period of study, to ascertain the candidate's progress in research work and mastery of the discipline of study.

- vi. At the end of each seminar presentation, the panellists shall award marks and score the seminar as indicated in Form 005 and Form 009.
- vii. The head of the Department shall be responsible for arranging seminars as it applies to the Masters' degree programmes (Section 2.3.5.2).

2.4.5 Entry Qualifications for PhD Programmes

- i. A candidate for admission to the PhD degree programme of MWECAU shall hold Master's degree of MWECAU or a relevant Master's degree of equivalent standing from another recognized institution of higher learning.
- ii. For the PhD by coursework and dissertation, the applicant shall have a Master's degree from recognized institutions of higher learning with GPA of at least 3.0.
- iii. For the PhD by research and thesis, the applicant shall have:
 - a) Master's degree of MWECAU or other institutions of higher learning with a GPA of at least 3.0 Or average grade of B for unclassified Masters' degrees;
OR
 - b) Master's degree by research and thesis;
OR
 - c) Master of Philosophy in relevant discipline.
- iv. The equivalent qualification must be directly related to and compatible with the academic discipline the candidate wishes to pursue in his/her Doctoral study.
- v. Candidates with qualifications in disciplines that are considered irrelevant to and incompatible with the academic discipline of intended doctoral studies shall be required to take and pass relevant remedial courses.
- vi. The remedial courses shall not exceed four courses per academic year (maximum of two courses per semester).
- vii. The courses should be appropriate to the candidate's area of specialization, as recommended by the supervisor(s) and approved by the Department.
- viii. The remedial courses shall not contribute to the candidate's overall credits.
- ix. Candidates under remedial courses may commence developing a research proposal prior to passing such remedial course examinations as may be prescribed by the Department hosting the degree programme.

- x. Applications for admission into PhD degree programmes at MWECAU shall be submitted to the Admission Office which shall forward these applications to the DPRIC.
- xi. The DPRIC shall forward all applications to the Departments through Faculties hosting the degree programmes for processing and recommendation using the recommendation Form in Form 0016.
- xii. The recommended applicants from the Departmental Board shall be submitted through the Faculty to the DPRICC for consolidation and recommendation to the Committee of Deans and Directors for final consideration and recommendation to the Senate for approval.

2.4.6 Registration, supervision arrangements and durations

2.4.6.1 Registration

- i. Candidates for PhD by coursework and dissertation shall normally be registered at the beginning of each semester.
- ii. Late registration may be considered as guided by the University Senate.
- iii. No applications for admission to PhD degree by coursework and dissertation shall be considered one month after the commencement of the academic year.
- iv. University fees shall be paid in two instalments (i.e., each semester).
- v. No students shall be registered for this programme prior to payment of fees or without submission of a letter of commitment from their sponsors.
- vi. The deadline for registration shall be on the fourth week of the first semester of the academic year.
- vii. Late registration may be considered as may be guided by the Senate.
- viii. There shall be an orientation day for all postgraduate students after registration.

2.4.6.2 Supervision arrangements and durations

- i. Each candidate shall be assigned at least two supervisors within four months after the registration.
- ii. The supervisor(s) shall act as academic advisor(s) and guide the candidate in his/her coursework, research proposal development and research work.

- iii. Supervisors shall be allocated by Heads of Departments upon recommendations from the Departmental Board.
- iv. Where a candidate is allocated a supervisor from institutions outside MWECAU, he/she must also be allocated a supervisor from MWECAU.
- v. All main supervisors should come from MWECAU.
- vi. A PhD candidate shall be required to submit a research concept note along with application documents.
- vii. Upon registration, the candidate shall be required to submit to his/her Department a research proposal for recommendation to the Faculty that shall consider and recommend to DPRICC for approval within nine (9) months of the first year of registration.
- viii. Presentation of seminars shall be part and parcel of approving research concept notes and proposals.
- ix. The DPRICC should provide to the student the outcome of the proposal review within two weeks from the date of the receipt of such research proposal from the Faculty.
- x. A candidate who fails to submit an approved research proposal within nine months may apply for an extension of registration to the DPRIC through their respective Departments and Faculties (Form 004).
- xi. The maximum duration for submission of approved research proposals shall be 12 months for PhD by research and thesis and 15 months for PhD by coursework and dissertation after registration. Beyond this period, the candidate shall be discontinued from studies.
- xii. Failure of a candidate to complete a PhD study programme within the specified period shall be discontinued from studies unless an application for an extension of registration is approved by the DPRIC.
- xiii. A candidate registered for the PhD degree programme by research and thesis may, on the approval by the DPRICC, be required to do one or more formal courses appropriate to his/her field of study, as recommended by his/her supervisor(s) and the host Department through the Faculty Board.
- xiv. The duration of the registration period shall not exceed three to four years for full-time candidates and five to six years for part-time candidates.

- xv. Failure of a candidate to complete the PhD degree programme within this period shall mean his/her discontinuation from studies unless extensions are granted by the DPRICC.
- xvi. The maximum duration of the registration period (including extensions) shall not exceed five to six years for full-time students and six to seven years for part-time students.

2.4.7 Structure, types and formats of dissertations/theses for PhD degree Programmes

2.4.7.1 Dissertation/thesis developed in a published paper format

- i. The student must have at least three full-length papers emanating solely from his/her PhD studies.
- ii. He/she must appear as the first author.
- iii. Two of the said papers must be either “published”, or “accepted” status in MWECAU-recognized journals (Form 002). The third paper may have the status “submitted” as evidenced by an acknowledgement from the journal editor that the paper is under review.
- iv. Any paper published in predatory journals (Form 0010) shall be rejected.
- v. In so far as part of the work was performed in collaboration with another investigator and/or student(s), the kind of collaboration involved should be explained as clearly as possible, namely, which parts of the dissertation/thesis describe results from collaboration, and what was the role of the student in the collaboration.
- vi. A letter from the student’s main supervisor should accompany the submitted dissertation/thesis.
- vii. The letter should indicate the contribution of the student to each paper (in the case of multi-authored papers) (Form 0018).
- viii. It should also indicate that the submitted articles were not and will not be part of other dissertations/theses in the “Published Papers” format.
- ix. The dissertation/thesis shall have common sections consisting of an Extended abstract, General introduction, Paper-based chapters, General discussion and General conclusions and recommendations, References and Appendices. These sections (excluding paper-based chapters) shall contain the overall theme of the thesis, a

description of the commonality of the concepts across the articles, and the overall implications of the findings.

- x. The dissertation/thesis must contain an extended abstract not exceeding 1,500 words.
- xi. The abstract shall concisely indicate the problem investigated, the procedures and research methods employed, the general results, new contributions made, and the major conclusions reached.
- xii. Binding of the final dissertation/thesis shall adhere to MWECAU guidelines as stipulated in the Guidelines for Preparing Dissertations/thesis and Other Publications.

2.4.7.2 Dissertation/thesis developed in a publishable manuscript format

- i. Dissertation/thesis in publishable manuscript (manuscript-within-thesis) format shall consist of chapters in the form of publishable papers.
- ii. The student shall have at least two published/accepted manuscripts in MWECAU-recognized journals (Form 002) based on his/her research.
- iii. The dissertation/thesis shall have common sections consisting of an Extended abstract, General introduction, Manuscript-based chapters, General discussion, General conclusions and recommendations, References and Appendices.
- iv. The dissertation/thesis must contain an extended abstract not exceeding 1,500 words.
- v. The abstract shall concisely indicate the problem investigated, the procedures and research methods employed, the general results, new contributions made, and the major conclusions reached.
- vi. The format and writing style of the individual manuscript shall be determined by the targeted journal or MWECAU Guidelines for Preparing Dissertation/Thesis and Other Publications.
- vii. Binding of the final dissertation/thesis shall adhere to MWECAU guidelines as stipulated in the Guidelines for Preparing Dissertations/thesis and Other Publications.

2.4.8 Submission of PhD dissertation/thesis

- i. The submission of theses/dissertations to the DPRIC for examination shall be both in softbound and electronic (PDF and editable) soft copies.
- ii. The student shall submit an intention for submission of his/her dissertation/thesis at least three months before the due date.

- iii. He/she shall do this by filling in the “Notice of Intention to submit Dissertation/Thesis form” (Form 0011).
- iv. PhD candidate may be permitted to submit his/her dissertation/thesis for examination before the normal duration upon recommendation from the supervisors but should not be less than two and half years after registration.
- v. Every dissertation/thesis for the PhD degree of MWECAU must be accompanied with a declaration by the candidate stating that it is the candidate’s own original work and that it has neither been submitted nor concurrently being submitted in any other institution.
- vi. Moreover, the candidate shall declare that he/she has not breached any plagiarism standards.
- vii. The dissertation/thesis shall contain a statement of copyright by the author as follows “No part of this dissertation/thesis may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or Mwenge Catholic University in that behalf”.
- viii. Every dissertation/thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format and literary presentation as shall be described in the Guidelines for Preparing Dissertations/Thesis and Other Publications.
- ix. Note that submission of the soft bound copy of the dissertation/thesis signed by the student and the supervisor(s) to the DPRIC should be in six copies; accompanied by a letter signed by the student through the Supervisor, Head of Department and Dean of the Faculty.

2.4.9 Examination of PhD Dissertation/Thesis and Degree Award

- 2.4.9.1 The examination process shall comprise two parts, namely: i) Examination of dissertation/thesis, and ii). Oral defense examination.
- 2.4.9.2 Dissertation/Thesis shall be examined by at least three qualified examiners, two of whom shall be external to the University and one shall be an independent internal examiner from amongst competent members of MWECAU staff who did not supervise the candidate.

- 2.4.9.3 The DPRICC shall recommend the external and internal examiners to the Committee of Deans and Directors for consideration based on the recommendations from the Departmental Boards and Faculty Boards.
- 2.4.9.4 MWECAU Senate shall give the final approval of the external and internal examiners based on the recommendations from the Committee of Deans and Directors.
- 2.4.9.5 The examiners must possess academic qualifications and experience relevant to the academic discipline or profession. He/she shall be a person of seniority in his/her field of study with relevant experience and sufficient knowledge of his/her subject area to assess students' work in terms of knowledge and skills.
- 2.4.9.6 There shall be terms of reference by which both the internal and external examiners shall discharge their duties as presented in Form 0012 and as may also be reviewed from time to time by the Senate.
- 2.4.9.7 Supervisors shall not serve as examiners of students they have supervised.
- 2.4.9.8 Once appointed, the external examiners shall receive formal letters of appointment setting out the period of the engagement, the payable fees upon completion of the examination and relevant documents containing guidelines for examination in the University.
- 2.4.9.9 The performance of external and internal examiners shall be assessed from time to time and those lacking integrity and competence shall be relieved from the responsibility of external examination.
- 2.4.9.10 Both the internal and external examiners shall be required to submit their reports about the dissertation/thesis within a maximum period of two months from the date of its dispatch. If reports are not received within two months, a reminder with a maximum extension of one month shall be served to the examiners. In the absence of a response after such a reminder, new examiners shall be appointed. However, after the first reminder, a warning letter shall be served to the MWECAU examiner(s).

2.4.9.11 Each examiner shall be required to summarize his/her report about the dissertation/thesis with raw marks (Form 0012) and a definite recommendation for one of the following actions as presented in Form 0013:

- i. The dissertation/thesis passes i.e., it is of an acceptable standard; the candidate be allowed to sit for the Defense/*Viva Voce* examination before incorporating the examiner's comments and typographical errors (minor changes);
- ii. The dissertation/thesis passes subject to substantial corrections/revisions i.e., it is not of an acceptable standard, but the candidate be allowed to do substantial corrections and revisions as indicated in the examination reports to the satisfaction of the supervisors and examiners;
- iii. The dissertation/thesis is not of an acceptable standard (NOT ACCEPTED), but the candidate be allowed to re-submit the dissertation/thesis for re-examination after one or more of the following: additional data collection, additional analysis, additional literature review and revisions, re-writing and others as specified by the examiners.
- iv. The dissertation/thesis be rejected outright (i.e., Plagiarism above 30% or combination of wrong problem statement, objectives, methodology, data analysis and results interpretation)

2.4.9.12 Where the examiners disagree with the overall recommendations, the DPRICC shall examine the case and recommend one of the following actions:

- i. The recommendation of the External Examiner be adopted after the Committee of Deans and Directors is satisfied through the recommendations of the DPRICC;
- OR
- ii. The recommendation of internal examiner(s) be adopted after the Committee of Deans and Directors is satisfied through the recommendations of the DPRICC;

OR

- iii. Another independent internal examiner be appointed to examine the dissertation after the Committee of Deans and Directors is satisfied through the recommendations of the DPRICC;
- 2.4.9.13 A dissertation/thesis recommended for re-writing must be re-submitted within six months.
- 2.4.9.14 A student failing to re-submit within this period without compelling reasons shall be discontinued from studies.
- 2.4.9.15 Further, if examiners are unable to submit re-examination reports within one month, the DPRICC shall examine the situation and recommend to the Committee of Deans and Directors the appointment of two independent internal examiners to examine the re-written dissertation/thesis.
- 2.4.9.16 A dissertation/thesis shall be rewritten and re-examined only once.
- 2.4.9.17 Dissertation/thesis rejected by examiners after re-submission shall not be accepted for another re-examination at MWECAU.
- 2.4.9.18 Subject to the positive outcome of the dissertation/thesis examination, the candidate shall be invited to attend an oral defense (*viva voce*) of his/her dissertation.
- 2.4.9.19 Candidates allowed to sit for *viva voce* shall be examined to ascertain that:
 - i. The dissertation/thesis presented is the original work of the candidate;
 - ii. The broader subject area in which the study is based is fully grasped by the candidate; and
 - iii. The weaknesses in the dissertation/thesis (if any) can be adequately clarified by the candidate.
- 2.4.9.20 The *viva voce* panel shall comprise at least five and not more than seven members appointed by the DPRICC upon recommendation from the Head of the Department through the Dean of the Faculty.

- 2.4.9.21 The selection of the members must ensure that the candidate is examined by sufficiently qualified and experienced scholars in his/her research (or related) areas.
- 2.4.9.22 The panel shall be composed of:
- i. The Chairperson of the panel with voting power who shall also ask the candidate his/her own questions during the *viva voce* as well as questions submitted by the external examiner/examiner unable to attend the *viva voce* for genuine reasons;
 - ii. One independent internal examiner who examined the dissertation/thesis;
 - iii. Two external examiners who examined the dissertation/thesis and who shall attend online;
 - iv. Head of the Department where the candidate is registered or his/her Appointee;
- 2.4.9.23 The Secretary to the Panel shall be the Appointee from the HoD where the candidate is based.
- 2.4.9.24 Supervisor(s) may be invited to attend but shall not be allowed to examine the candidate, ask questions, or provide comments.
- 2.4.9.25 While the oral defence examination panel will be responsible for assessing the candidate, the event shall be open to the public (non-panel members), upon approval by the Committee of Deans and Directors as recommended from time to time by the MWECAU DPRIC. However, questions and comments shall only be made by the five-panel members. The number of non-panel members shall not exceed 30.
- 2.4.9.26 Limited number of questions from non-panel members may be allowed if approved by the Chairperson of the *viva voce* panel.
- 2.4.9.27 The Chairperson of the *viva voce* panel shall be a senior academician, preferably a person who has already attained the position of a Professor.
- 2.4.9.28 The *viva voce* panellists shall be provided with full texts of examiners' reports and copies of candidates' dissertation/thesis, at least two weeks

before the date of oral examination. Candidates shall not be allowed to get access to the examiner's dissertation/ thesis reports before the oral defence (*viva voce*) examination.

2.4.9.29 There shall be provided a *modus operandi* and terms of reference by which *viva voce* panellists shall discharge their duties as presented in Form 0014, as may also be reviewed from time to time by the Senate.

2.4.9.30 At the end of the *viva voce* examination, which shall not exceed two hours and a half for PhD by coursework & dissertation and three hours for PhD by research and thesis, the panel members shall sign an examination results form, giving specific recommendations for one of the following actions (Form 0014):

- i. The degree be awarded to the candidate subject to making minor corrections and revisions in the dissertation/thesis as detailed in the *viva voce* proceedings, examination reports and in the dissertation/thesis;
- ii. The Degree be awarded to the candidate subject to substantial corrections/revisions. The candidate be allowed to do substantial corrections and revisions as indicated in the *viva voce* proceedings and examination reports for a period of not less than three months BUT not exceeding six months to the satisfaction of the supervisors and the Chairperson of the panel;
- iii. The degree is not awarded. The candidate repeats the *viva voce* examination due to his/her failure to defend the dissertation/thesis successfully. The candidate be given six months to re-write his/her dissertation/thesis for re-examination by the internal examiner as indicated in the *viva voce* proceedings and examination reports before being allowed to repeat the *viva voce* examination;
- iv. The degree is not awarded. The candidate fails outright (reason detailed in *viva voce* proceedings).

2.4.9.31 The duration of *viva voce* examination for PhD by coursework & dissertation shall not exceed two hours and a half arranged in the following order:

- i. maximum 45 minutes of an oral presentation;
 - ii. maximum 75 minutes of questions & answers and
 - iii. maximum 30 minutes of deliberations.
- 2.4.9.32 The duration of viva voce examination for PhD by research and thesis shall not exceed three hours arranged in the following order:
 - i. maximum 45 minutes of an oral presentation;
 - ii. maximum 105 minutes of questions & answers and
 - iii. maximum 30 minutes of deliberations.
- 2.4.9.33 Examination of the re-submitted dissertation/thesis re-examination after viva voce shall be done by independent internal examiner(s). Where the re-submitted dissertation/thesis is of an acceptable standard, the candidate shall be required to appear for a second *viva voce* examination.
- 2.4.9.34 Each panellist shall fill and sign a special *viva voce* Examination Results Form (Form 0015) indicating his/her specific recommendation on the candidate's performance.
- 2.4.9.35 Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision and a majority vote in favour shall be required for passing viva voce examination.
- 2.4.9.36 The average score of the panellists' scores shall constitute the final verdict of the defense examination.
- 2.4.9.37 The Chairperson of the oral defense panel shall submit to DPRIC through the respective Dean of the Faculty a comprehensive report approved by the viva voce panellists, detailing all the questions addressed to the candidate and the answers the candidate gave to those questions for further action.
- 2.4.9.38 Where there is a disagreement between the recommendations of the dissertation/thesis examiners and those of the *viva voce* panellists, the DPRICC shall carefully study the case and recommend to the Senate through the Committee of Deans and Directors one the following actions:

- i. The candidate revises and re-submits the dissertation/thesis 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 the Senate; or
 - ii. The candidate be deemed to have failed outright.
- 2.4.9.39 The supervisor shall be responsible for guiding and ascertaining that the candidate addresses all corrections recommended by the examiners and viva voce panel..
- 2.4.9.40 Should the candidate fail to submit a corrected dissertation/thesis within the specified period, he/she shall be discontinued from studies.
- 2.4.9.41 A candidate who absents oneself from scheduled oral defence (i.e., primary and subsequent viva voce examinations as specified in Section 2.1) without compelling reasons shall be deemed to have absconded from the viva voce examinations and shall be discontinued from studies.
- 2.4.9.42 The PhD degree student shall be allowed to defend only once after the first attempt to do viva voce examination otherwise he/she shall be discontinued from studies.
- 2.4.9.43 Before binding the dissertation/thesis for final submission, the candidate shall be required to submit an unbound dissertation/thesis to the DPRICC for checking and certifying compliance with approved publication standards. This Committee shall need a maximum of five working days to respond to such submissions.
- 2.4.9.44 The candidate shall submit an error-free version of the dissertation/thesis to the Faculty through the Department, which upon satisfaction, shall permit the candidate to submit six copies of the hardbound dissertation/thesis to the DPRIC.
- 2.4.9.45 Note that the submission of the hardbound copies of the dissertation/thesis signed by the students and the supervisor(s) to the DPRIC should be in six copies accompanied by a letter signed by the student through the Supervisor, Head of Department and the Dean of the Faculty.

- 2.4.9.46 The supervisor shall also write an accompanying letter to the DPRIC through the Head of Department, and Dean of the Faculty, ascertaining that the submitted copies of the dissertation/thesis are error-free.
- 2.4.9.47 The final decision on the award of the PhD degree shall be made by the Senate on recommendation of the Committee of Deans and Directors based on the recommendations of the DPRICC.
- 2.4.9.48 Candidates who successfully complete research work and publish at least one paper from his/her PhD research but fail viva voce examination shall revise the thesis and be awarded a Master of Philosophy (MPhil) if such degree is specified in their degree curriculum.
- 2.4.9.49 Candidates shall be required to upload electronic PDF soft copy of their error free dissertation/thesis in MWECAU Institutional Repository (MWECAUIR) and submit evidence to the DPRIC.
- 2.4.9.50 Dissertations/theses with potentially patentable innovations shall not be uploaded in MWECAUIR prior to patenting.
- 2.4.9.51 The candidate shall submit to the DPRIC at least six final copies of the hardbound dissertation/thesis for distribution to DPRIC, MWECAU Library, Faculty, Department and supervisors.
- 2.4.9.52 The deadline for submission of errorfree dissertation/thesis shall be at least two weeks before the last Senate meeting preceding graduation. Candidates failing to meet this deadline shall not be considered ready for graduation.
- 2.4.9.53 Candidates awarded degrees by the Senate shall be presented for graduation at the next graduation ceremony.

2.5 Postdoctoral Studies

- i. MWECAU shall create an environment for engaging candidates interested to conduct postdoctoral studies at the University. Postdoctoral studies at MWECAU are intended to help candidates to further deepen their expertise in a specialist subject and make positive contributions to their field of specialization.
- ii. Postdoctoral studies at MWECAU shall be of two types:

- iii. Research only.
- iv. A combination of research and teaching.
- v. A combination of research and coursework
- vi. Depending on the type of appointment, postdoctoral candidates shall work independently or under the supervision of a mentor who is a Senior Researcher/Principal investigator/Research Project leader or Research Chair.
- vii. MWECAU shall put in place guidelines for postdoctoral studies engagement.

2.6 Proofreading and Editing of Research Report/Dissertation/Thesis

- i. Candidates shall ensure that the written research report, dissertation and thesis demonstrates a high standard of proofreading and copy editing (including attention to layout, spelling, grammar and sentence structure).
- ii. The students, therefore, shall be required to consult the best edit and proof expert editors and proofreaders approved by the University to help them bring out the best version of their dissertations/theses while keeping the work true to its original form.
- iii. Each Faculty shall recommend to DPRICC at least three names of perfect editors and/or proofreaders who will be submitted to the Committee of Deans & Directors for approval.
- iv. If a thesis/dissertation requires editing, the supervisor(s) may advise the candidate of the need, and if appropriate, give advice on where to obtain such help from amongst the list of editors and/or proofreaders approved by the University.
- v. Candidates shall bear in mind that supervisor(s) are not expected to edit a dissertation/thesis.
- vi. The University shall not be responsible for the editorial costs of dissertations/theses.
- vii. Candidates shall be responsible to ensure that no changes are introduced to intellectual content in the process of proofreading/editing a dissertation/thesis.
- viii. The candidates shall attach evidence ascertaining that the editing/proofreading of the dissertation/thesis has been done accordingly.
- ix. The DPRIC shall carryout the final check to ensure the accuracy of proofreading and editing done by the candidate with respect to layout, spelling, grammar, sentence structure, references, cross-references, figures, tables, diagrammes and sequence of numbering.

3.0 POSTPONEMENT, FREEZING, WITHDRAWAL, EXTENSION OF REGISTRATION AND DISCONTINUATION

3.1 Postponement of Studies

- i. A candidate who has secured admission may defer or postpone registration for a period of up to two years during which his/her admission will remain valid.
- ii. After registration, a candidate who is doing coursework or developing a research proposal may be allowed to postpone studies for a maximum period of one year, irrespective of the degree he/she is pursuing. Such permission shall be granted in writing by the Chairperson of the DPRICC.
- iii. A candidate who will have postponed studies after registration shall, upon resumption of studies, be required to start where he/she ended before the postponement.
- iv. On resumption of studies, such a candidate shall be required to compensate the University fees proportionate to the amount spent before the postponement of the studies.
- v. No candidate shall be allowed to postpone studies after embarking on data collection. Such a candidate can only be allowed to freeze studies.

3.2 Freezing Studies

- i. A candidate who has just embarked on research can be allowed to freeze studies for a maximum period of one year for a Master's degree and two years for a PhD programme.
- ii. More freezing time may be allowed under medical grounds upon submission of all necessary documents.
- iii. A candidate facing challenges under a force *majeure* period, such as man-made and natural disasters, including civil wars, disease pandemics, flooding, earthquakes, etc., which are likely to affect the smooth progression of research of the student may be allowed to freeze studies.
- iv. Students applying for freezing studies on non-medical grounds shall pay a retention fee of 30% of the annual university tuition fee.
- v. The year under freezing shall not be counted as part of the registration period of the candidate.

- vi. No candidate shall be allowed to freeze studies for more than two years during the study period.
- vii. No fees paid to the University shall be reimbursed in case the student fails to resume studies.
- viii. Candidates resuming studies after freezing may need to have their research proposals reviewed in order to ascertain that their proposals have not been overtaken by time.
- ix. Permission for freezing studies shall be granted in writing by the Chairperson of the DPRICC.
- x. No candidate shall be allowed to freeze studies after the normal period of registration.

3.3 Withdrawal of Registration

- i. For any reason and at any phase of the postgraduate programme, a candidate may wish to withdraw his/her registration from the University.
- ii. Permission for withdrawal from studies shall be granted in writing by the Chairperson of the Committee of Deans & Directors based on the recommendation of DPRICC after a positive recommendation from the Department and Faculty.
- iii. A candidate who withdraws his/her registration ceases henceforth to be a student of the University.
- iv. Such candidates or their sponsors (depending on the source of funding) shall not expect any reimbursement of fees paid to the University.
- v. Candidates withdrawing registration before payment of the applicable University fees shall be required to pay such fees.
- vi. A candidate who withdraws registration may apply for re-admission to the same study programme, if at least one year has elapsed since the previous withdrawal of registration.

3.4 Extension of Registration

- i. A candidate who fails to complete studies within 24 months (for Masters degrees) or 36/48 months (for PhD degrees) shall apply for an extension of registration.
- ii. Applications for extension of registration shall be approved by the Chairperson of the DPRICC (Form 004).

- iii. After approval of the extension of registration, the student shall be required to pay fee as shall be determined by the University.
- iv. No candidate shall be granted extension of registration beyond the maximum allowable period of the programme.

3.5 Discontinuation from Studies

- i. The Departmental Board shall consider all cases of students' discontinuations and submit its recommendations to the Faculty Board. The Faculty Board shall receive, consider and make recommendations to the DPRICC that shall receive, consider and recommend to the Committee of Deans and Directors for scrutiny and recommendation to the Senate.
- ii. Student discontinuation shall be approved by the Senate through recommendations from the Committee of Deans and Directors.
- iii. Discontinuation from studies refers to the termination of the registration of a student due to failure by the student to maintain satisfactory academic progress, academic dishonest or general misconduct in any phase of his/her postgraduate programme. Candidates shall be discontinued from studies on any of the following grounds:
 - a) absconding from studies or absenting from classes/station for more than two weeks without prior approval of the Supervisor or Head of the relevant Department.
 - b) failing to submit approved research proposals within 12/15 months.
 - c) failing the same topic of a refereed seminar presentation two times
 - d) absconding coursework examination(s), oral examination/defense or *viva voce* without compelling reasons.
 - e) having overall GPA of less than 3.0 and failing in more than two courses required to make the minimum cumulative credits.
 - f) failing supplementary examination of the courses required to make the minimum cumulative credits.
 - g) failing to complete studies within the maximum allowable period of the programme.
 - h) involving in acts of plagiarism
 - i) failing dissertation/thesis

- j) failing dissertation/thesis after re-submission and re-examination
- k) Involving in acts of indiscipline that contravenes the University students' by-laws.
- iv. Senate decision on discontinuation shall be communicated to the student by the Secretariat of the Senate through the DVC-ARC, Director, Dean and Head of the Department.
- v. No fees paid to the University shall be reimbursed to any student or sponsor in the case of discontinuation of a student from studies for any reason.

4.0 STUDENTS COMPLAINTS AND APPEALS

4.1 Students Complaints

- i. All non-academic complaints shall be referred to the Dean of Students while academic complaints shall be referred to the DPRICC upon recommendation from the Departmental Board through the Faculty Board.
- ii. The Dean of Students shall investigate non-academic complaints while the DPRICC shall do so for all academic complaints.
- iii. The Senate shall have the final decision on all complaints among students and between students and staff upon recommendations from the Dean of Students and Committee of Deans and Directors based on the recommendations from the DPRICC.

4.2 Students Appeals

- i. The student shall have the right to appeal against discontinuation in writing to the Senate.
- ii. All appeals shall be settled by the MWECAU Senate through the Committee of Deans and Directors upon recommendations from the DPRICC.
- iii. The decision of Senate is final.
- iv. Any appeal against discontinuation should be applied within two months from the date of Senate decision.
- v. No student shall be allowed to appeal against the same case for more than two times.
- vi. A non-refundable appeal fee shall be paid as guided by the University Senate from time to time

5.0 PREPARATION OF DISSERTATIONS/THESES

- i. Every candidate shall be required to follow the guidelines approved by the MWECAU Senate during the preparation of the dissertation/thesis. These guidelines have been published under the title: “Guidelines for Preparing Dissertations/Theses and Other Publications”.
- ii. Supervisors should ensure that candidates comply with these guidelines before the dissertations/theses are submitted for examination.
- iii. As these guidelines are part of the terms of references for examiners, failure to follow them will affect the examination results.

6.0 ACADEMIC MISCONDUCTS AND CONSEQUENCES

6.1 Academic Misconducts

- i. A candidate shall be deemed to have committed academic misconduct if a supervisor, examiner(s), Head of Department, member of the various committees responsible for checking and certifying compliance to approved publication standards or any other person observe the following:
 - a) Plagiarism: Refers to acts where a person appropriates other people’s material/work without giving proper credit or acknowledgement or submission of the same or substantially the same work more than once at the same or another institution.
 - b) Fabrication: Acts where results are made and recorded as if they were real;
 - c) Falsification: Acts where research processes are manipulated or changed and/or data are omitted.
 - d) Use of payment or otherwise a third - party to produce the dissertation/thesis in whole or in part.
 - e) Collusion: Acts where two or more students or when a student and another person collaborate to produce the same work submitted by each, without prior formal permission for such collaboration.
 - f) Coursework examination irregularities such as cheating and abscondment of tests and examinations.
- ii. The candidate failing to obtain the maximum acceptable level of plagiarism of 30% as determined by the anti-plagiarism software approved by MWECAU.

- iii. The candidate failing to submit plagiarism check report during submission of dissertation/thesis for examination and for the final error free copies.

6.2 Consequences of Academic Misconducts

- i. All cases of alleged coursework examination irregularities shall be referred to the Committee of Deans and Directors (as per MWECAU Examinations and Assessment Criteria Regulations, 2020) for consideration and recommendation to Senate upon recommendations from the DPRICC. The DPRICC shall have received cases of alleged coursework examination irregularities for consideration and recommendation from the Departmental Boards through the Faculty Boards.
- ii. Depending on the degree of academic misconduct, the following sanctions shall be applicable:
 - a) Rejection of the work (research proposal, dissertation or thesis) or part of the work and therefore the student be required to re-write or re-take the research
 - b) Rejection of the coursework or a course or courses and therefore the student be required to re-take the courses or course when next offered OR;
 - c) Discontinuation from studies OR;
 - d) Revocation or deprivation of a degree or other academic credentials already awarded by the University.

7.0 GUIDELINES ON SUPERVISION OF POSTGRADUATE STUDENTS AT MWECAU

7.1 Appointment of Supervisors

- i. A postgraduate Diploma student shall be supervised by at least one supervisor with a Master's degree.
- ii. A Master's degree student shall be supervised by a minimum of two experienced qualified supervisors, and in addition the supervisors must have attained their PhD degree awards in at least the last one year.
- iii. A PhD degree student shall be supervised by a minimum of two qualified and experienced supervisors with a PhD qualification and preferably at least one of them being at the rank of Associate or full Professor

- iv. One of the supervisors shall be the main supervisor and a full-time employee of MWECAU.
- v. A supervisor whose academic qualification is a PhD but is at a rank lower than associate professor shall be required to have attained his/her PhD in at least the last four years, and shall previously have 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 MWECAU to qualify to supervise a PhD student.
- vi. All supervisors for Master and PhD degrees must be holders of a PhD, while the main supervisor must, in addition, be an expert in the student's area of research.
- vii. Supervisors from Research and Development (R&D) institutions as well as those from relevant industry, shall be engaged in supervision of postgraduate students at UQF Level 9 and Level 10, provided that they have equivalent academic qualifications as those specified in Guidelines 7.1 (i) to 7.1 (vi).
- viii. Under special circumstances (e.g., innovative research), non-academic staff who have accumulated research/innovation/professional experience and competence, shall be appointed as supervisors of postgraduate students and their engagement shall be approved by the University Senate.
- ix. Supervisors shall normally be allocated from amongst MWECAU staff. Where a candidate is allocated a supervisor from institutions outside MWECAU, he/she must also be allocated a supervisor from MWECAU.
- x. Supervisors shall be allocated by the Head of Department upon recommendations from the Departmental Board during the first four months after the students' registration.
- xi. During allocation of supervisors, the Head of Department must be guided by the overall workload of the individual in terms of teaching, research, administration and other responsibilities.
- xii. The maximum number of postgraduate students to be supervised by one supervisor at any particular time shall not exceed fifteen (15) for Masters' and five for PhD candidates.

- xiii. Supervision of students more than those stipulated under guideline 7.1 (xi), especially by Research Chair holders, Senior Research Fellow, Associate Research Professors and Full Research Professors shall be considered and approved by the University Senate based on workload of the prospective supervisor(s);
- xiv. The Department hosting the degree programme shall allocate supervisor(s) for each student based on the nature of the intended research. Allocation of supervisors shall include/consider the following:
 - a) Selected research topics should be aligned with the national and institutional research agenda and/or research areas covered by the existing research groups;
 - b) The topics in 7.1 xiv (a) shall be internally advertised and student allocation shall reflect supervisors' areas of expertise for proper guidance;
 - c) The Department shall put in place a clear and transparent procedure for supervisor allocation;
 - d) All the allocated supervisors shall be formally approved by the University Senate as recommended by the Committee of Deans & Directors based on the recommendations of the Departmental and Faculty Boards through the DPRICC;
 - e) The approved supervisors shall be issued with appointment letters.
- xv. A supervisor shall not, in any manner, have a close personal relationship (family or friendship), with a student who is under his/her supervision.
- xvi. Postgraduate research supervision shall be guided by an agreement between supervisors and students coordinated by the Head of the Department (Form 0017).
- xvii. In case the supervisor finishes his/her tenure with MWECAU and the student is in the final stages of his/her studies; arrangements shall be made in such a way that the supervisor leads the student to completion of studies. Another supervisor shall be appointed if the student is just beginning his/her research.
- xviii. If the supervisor is unable to continue with supervision due to health, transfer or other reasons, another supervisor shall be appointed by the Head of the Department.
- xix. Before agreeing to supervise a postgraduate student, supervisors shall satisfy themselves that:
 - a) They have the necessary knowledge and expertise to supervise the project which the student wishes to undertake.

- b) The project is appropriate for the level of degree and can reasonably be undertaken within the required time frame.
- c) They are confident that the student is capable of undertaking the project successfully.
- xx. To ensure quality supervision, the University through DPRIC shall organize and offer supervision orientation, on a regular basis, to her postgraduate student supervisors focusing on the following areas:
 - a) Feasibility, planning, execution and progress of the student's programme of research;
 - b) Periodically retraining or retooling the technical mastery of soft skills;
 - c) Institutional policies, rules and regulations, regulatory and quality assurance requirements for postgraduate research programme undertaking;
 - d) Generic learning outcomes for Masters and PhD postgraduate programmes;
 - e) Effective monitoring and evaluation of research projects;
 - f) Research ethics and intellectual property rights in research;
 - g) Supervisor-supervisee relationship and bonding;
 - h) Conflict resolution at the workplace.
- xxi. To ensure effective supervision, the University shall prepare and adopt supervision monitoring tools including but not limited to the student-supervisor agreement, Logbook/form, etc.
- xxii. The University shall put in place mechanisms and instruments which shall include periodic progress reports and students' seminars, for monitoring the progress of and feedback from Postgraduate students to ensure that a student completes studies within the registration period.

7.2 Duties and Responsibilities of Supervisors

- i. Provide appropriate technical advice and guidance to enable their students to choose and embark on appropriate research theme as well as to train the students to work independently.
- ii. Guide the student in formulating an appropriate research project, focus ahead and see the potential and limitations of the research problem before the candidate goes far with the research work.

- iii. Ensure that the student maintains satisfactory progress, receives adequate advice and encouragement on coursework and research and dissertation/thesis preparation reviewed critically and on a continuous basis.
- iv. Ensure a positive attitude and relationship with the student in order to identify student's difficulties and problems early enough to avoid unnecessary frustrations.
- v. Be familiar with the student and sensitive to the diverse needs of the student and provide the support required in different circumstances where possible.
- vi. Show interest and enthusiasm in the candidate's research work, be accessible and have a positive and friendly relationship with the candidate.
- vii. Acquaint himself/herself with all the MWECAU Postgraduate Studies Regulations Guidelines and guide the student accordingly.
- viii. Know and make a distinction when supervising Master's candidates and when supervising PhD candidates.
- ix. Ensure that the student presents seminars as planned by the Chairperson of Departmental Board.
- x. Recommend to the Head of Department any remedial or formal courses appropriate to the student's field of study.
- xi. Support and monitor the student's progress through a research plan, a planned schedule of meetings and formal contacts and therefore avoid wastage of time and resources and ensure the student submits research progress report periodically at interval of four months (Form 006 and Form 007).
- xii. Propose a temporary supervisor to the Head of Department in case of his/her unavailability for a period of three consecutive months or more.
- xiii. Ensure the student submits draft dissertation/thesis of his/her research findings.
- xiv. During the review, the supervisor/supervisory committee shall advise the candidate and give suggestions where improvements are required.
- xv. In any circumstance, the supervisor or MWECAU staff shall not assume the role of the student such as writing the draft dissertation/thesis for the student.
- xvi. Ensure the student submits progress report on time for the period ending February and July (Form 006 and Form 007).
- xvii. Ensure that the student submits a dissertation/thesis of an acceptable standard for the intended degree programme.

- xviii. Not engage in corrupt deals with his/her supervisee. Any evidence in corrupt deals shall lead to termination of his/her supervisory services.
- xix. Ensure frequent consultations with the student in order to be aware of new problems in the student's research since the last report and to suggest remedial measures before it is too late.
- xx. Have the right to recommend discontinuation of the contract student who fails to maintain satisfactory academic progress in any phase of his/her postgraduate programme.
- xxi. Recommend to the Head of the Department potential external examiners for the candidates' dissertation/thesis.
- xxii. Ensure that the student's dissertation/thesis is within the acceptable standard and plagiarism level (i.e., <30%). Therefore, supervisor is required to use available anti-plagiarism software approved by MWECAU to check student's work.
- xxiii. Guide the candidate in the revision of the thesis/dissertation as recommended by the examiners and *viva voce* panel and finally certify the error free version of the dissertation/thesis for submission.

7.3 Responsibilities of the Student

- i. Be conversant with all the Postgraduate Studies Regulations and Guidelines and abide to them.
- ii. Identify his/her own training and developmental needs, communicate them to the supervisor and ensure they meet the institution's requirements for training and skills development.
- iii. Request permission when he/she wants to be absent from the University campus.
- iv. Permission of up to 14 days shall be granted by the Head of Department while permission of more than 14 days and travel outside the country shall be granted by the Chairperson of the DPRICC.
- v. Request to change the supervisor(s) after one month and within three months since the assignment of the supervisors if he/she believes that continued supervision by such supervisor will not lead to the satisfactory completion of the degree.
- vi. Attend coursework, lectures, examinations, research seminars and develop concept note and research proposal.

- vii. Complete his/her research on schedule as stipulated in the approved research proposal and write the dissertation/thesis as stipulated in the Guidelines for Preparing Dissertation/Thesis and other Publications.
- viii. Apply for postponement, freezing studies, extension of registration and withdrawal from studies where necessary.
- ix. Discuss problems stemming from his/her research with his/her supervisor(s)/supervisory committee and Head of Department.
- x. Write and submit to supervisor(s)/supervisory committee progress reports on time as stipulated in the regulations using standard progress report form for Postgraduate candidates (Form 006 and Form 007).
- xi. Act as a responsible member of the institution's academic community in a professional and socially acceptable manner.
- xii. Prepare and submit research reports, dissertation/thesis, manuscripts and publications to the supervisors.
- xiii. Check their dissertation/thesis for plagiarism using anti-plagiarism software approved by MWECAU before submitting it for examination and for the final error free copies.
- xiv. Communicate research findings as appropriate to others in the academic community, as appropriate both orally and in writing
- xv. Defend the ultimate research findings before panel of examiners to qualify for degree award.

7.4 Handling of Breakdown of Supervisor-Student Relationship

- i. In the course of supervising a postgraduate student, a situation may arise whereby one or more of the following relationships develops:
 - a) Breakdown in communication between the student and the Supervisor;
 - b) Personal clashes and conflicts between the supervisor and the student;
 - c) Hostile relationship between the supervisor and the student;
 - d) Refusal of the student to follow the Supervisor's instructions and guidance;
 - e) Harassment including sexual, ethnic, religious, discrimination, bullying or any other form.

- ii. When such breakdown of relationship occurs, it is recommended that either the Supervisor or the student independently report the problem, in writing to the Head of Department.
- iii. The Head of the Department shall study the nature of the problem and recommend to the Faculty Board. The Faculty Board shall decide one or more of the following:
 - a) The candidate be warned in writing, about his/ her weaknesses;
 - b) The supervisor be warned, in writing, of his/her weaknesses;
 - c) The candidate be transferred to another Supervisor;
 - d) The supervisor be terminated from supervision.
 - e) A new supervisor be appointed to guide the candidate;
 - f) Any other reasonable action, including recommendation for discontinuation of the candidate from studies.

8.0 POSTGRADUATE STUDENT TRANSFER AND VISITING STUDENTS

8.1 Credit transfer

- i. Transfers of students' credit from MWECAU to another University or from another University to MWECAU shall only be accepted from accredited universities and programmes.
- ii. The candidate is required to apply in writing, for credit transfer to the DVC-ARC through the Head of Department, Dean of respective Faculty and Director of DPRIC and attaching copies of all required supporting documents which include: official transcript, letter of introduction/recommendation from the previous University, course description, method of assessment and grading system, an official translation of the original documents (in case of non-English documents); photo-attached personal identification documents such as, Birth certificate, passport or any other acceptable ID, certified copies of the original certificates used to gain admission into the previous university
- iii. Transfers of credits shall be permitted up to a maximum of 50% of the core course credits for similar programmes at the same level hence the rest of the credits shall be obtained from MWECAU.
- iv. A student who had been discontinued on academic grounds or examination irregularities shall not be allowed to transfer his/her credits but one wishing to

continue with university education in the same programme or institution shall have to wait until a lapse of two years after having been discontinued but still he/she will not be allowed to transfer credits earned prior to discontinuation.

- v. Course content of the transferred course should be at least 75% similar to that of the MWECAU course in addition to other criteria stipulated in 8.1 (i) to 8.1 (iii)
- vi. Whenever the candidate wishes to transfer credits from MWECAU to another accredited University, the guidelines of the receiving institution shall apply.
- vii. Transfer of credits shall be allowable within a period not exceeding five years from the time the credits were earned

8.2 Student Transfer

- i. Postgraduate student studying in another accredited University shall apply transfer to MWECAU by writing official letter to the Deputy Vice Chancellor (Academic Research and Consultancy) through his/her institution.
- ii. The transfer shall be approved by MWECAU Senate taking into consideration availability of needed training resources.
- iii. A supervisor of a postgraduate student transferring to another University can transfer his/her supervisory services to that University provided that Guidelines in 8.1 (iii) to 8.1 (v) are adhered to.
- iv. All transfers of postgraduate students shall be subject to approval by the Tanzania Commission for Universities

8.3 Visiting Students

- i. A visiting student is any graduate student registered in another institution who wishes to join MWECAU for some courses, mentorship or to conduct independent research in collaboration with MWECAU researchers.
- ii. A student registered in another University shall apply to spend a maximum of 6 months at MWECAU as a visiting student
- iii. Application, accompanied with evidence for admission and supporting letter from the primary institution shall be sent to the Deputy Vice Chancellor (Academic Research and Consultancy) through the Department hosting the degree programme

- iv. Accepted applicants shall be allowed to join courses offered during that semester and transfer credits earned.
- v. Visiting students wishing to take courses shall be required to pay proportion of the University fees equivalent to the time he/she spent at MWECAU.
- vi. Students visiting MWECAU as research associates shall be guided by the Regulations for research associateship as stipulated in the Research Regulations and Guidelines

9.0 DOUBLE POSTGRADUATE DEGREES

- i. Double Postgraduate Diploma/Masters/PhD also known as dual Postgraduate Diploma/Masters/PhD means that the candidate obtains the qualifications from two different institutions. It is usually offered when the candidate is supported by a partner institution and required to meet registration criteria for both.
- ii. Students shall be allowed to register for double postgraduate degree upon agreement between MWECAU and the partner University.
- iii. The two institutions shall sign an agreement if a student is registered at MWECAU and another partner University for the purpose of obtaining double degree.
- iv. The candidate shall be required to abide to MWECAU regulations and guidelines during proposal development, seminar presentations, thesis format/submission process and *viva voce* examinations.

10.0 INTELLECTUAL PROPERTY MANAGEMENT

- i. All postgraduate students' innovations shall be protected via patents, plant breeder rights or copyrights.
- ii. Students and/or supervisors/supervisory committee shall report to the Director of Research Innovations and Consultancy in writing all research projects with potentially patentable innovations.
- iii. A student with protect innovation(s) will be considered to use patent, breeder's right or copyright application as an alternative to publications to qualify for postgraduate degree award.
- iv. The University through the DPRC shall provide guidance on how to score such a patent, breeder's right or copyright.

- v. All dissertations/theses with potential patentable innovations shall be deposited in MWECAU Institutional Repository (MWECAUIR) or published after applying for protection to the Intellectual Property Protecting Authorities.
- vi. All patented innovations belong to MWECAU and sharing of benefits from commercialization of innovations shall be as stipulated in MWECAU Research Regulations and Guidelines.

11.0 AEGROTAT AND POSTHUMOUS DEGREE AWARDS

11.1 Aegrotat Degree Award

- i. An aegrotat qualification shall be awarded to a student who had left the University on established medical grounds after receipt of positive examination reports of his/her dissertation/thesis but fails to attend the oral presentation/*viva voce* examination.
- ii. The Head of Department in which the student was registered shall formally make a request to the DPRICC through the Faculty Board for the aegrotat degree to be considered for award.
- iii. The aegrotat degree shall be awarded by Senate upon recommendations from the Committee of Deans and Directors upon recommendations of the DPRICC based on the recommendations of the Faculty Board.
- iv. This aegrotat award shall be considered as a terminal award and thus shall not be used for professional practices by the awardee. However, the aegrotat award may be used for non-professional related employment.

11.2 Posthumous Degree Award

- i. A posthumous qualification may be awarded to a deceased student after receipt of positive examination reports of his/her dissertation/thesis but fails to attend the oral presentation/*viva voce* examination or dies before the date of conferring the degree.
- ii. The Head of Department in which the student was registered shall formally make a request to the DPRICC through the Faculty Board for the posthumous degree to be considered for award.
- iii. Posthumous degree shall be awarded by Senate upon recommendations from the Committee of Deans and Directors upon recommendations of the DPRICC following the recommendations of the Faculty Board.

- iv. The word “posthumous” shall appear in all relevant documents of the deceased student, such as dissertation/thesis, transcript, certificate, and other academic records.
- v. If the next of kin so desires, the posthumous degree shall be awarded in the name of the deceased student and shall be announced at the next graduation ceremony.

12.0 WITHHOLDING OR REVOCATION OF A DEGREE

- i. MWECAU shall withhold a degree award for non-academic reasons such as failure to pay tuition or other stipulated fees
- ii. MWECAU shall revoke a degree in the event that a case is brought after graduation and there is substantial evidence, for actions that occurred before graduation but were unknown at the time that the holder of the degree has committed academic dishonesty e.g., plagiarism, falsifying academic records, etc.

REFERENCES

Inter-University Council of East Africa (2018). Standards and Guidelines for Postgraduate Studies in East Africa. 27 pages.

Mwenge Catholic University (2019). Postgraduate Degree Guidelines. First Edition. 30 pages.

Sokoine University of Agriculture (2011). Regulations and Guidelines for Higher degrees, Fifth Edition. 91 pages.

Tanzania Commission for Universities (2019). Handbook for Standards and Guidelines for University Education in Tanzania. 240 pages.

The Nelson Mandela African Institution of Science & Technology (2022). Guidelines for Conducting Students' Research. 38 pages

The University of Dodoma (2019). Regulations and Guidelines for Postgraduate Programmes, Revised Third Edition. 85 pages.

APPENDICES

Form 001: Form for Admission into Postgraduate Diploma Programmes

Mwenge Catholic University



Directorate of Postgraduate Studies Research Innovations & Consultancy

Faculty of

Department of

Admission into PGD in 20...../20.....

S/N	Name of Candidate	Gender	Nationality	Qualifications				Ref. Report	Sponsor	Recommendations
				Degree	Year	Univ/College	GPA			
1		Male	Tanzanian	BSc in	2002	SUA	3.4	2 ⁺	LiveLabLink	Admit
2		Male	Tanzanian	BA in	2010	Open Univ.	4.1	-	Private	Do not admit. He does not meet the minimum requirements. Strongly advised applying for PGD in
3		Male	Tanzanian	BSc For.	2012	SUA	3.6	2 ⁺	Private	Admit
4		Male	Tanzanian	BSc Eco-Tourism & Nature Conservation	2013	SEKOMU	3.2	2 ⁺	Private	Admit
6		Male	Tanzanian	BA in	2014	Open Univ.	4.0	2 ⁺	Private	Do not admit. He does not meet the minimum requirements.

Key:

- = Not available; + = One positive referee report required; ++ = Two positive referee reports required; # = Subject to successful completion of the first degree; n.a. = Not applicable; 1⁺ = One positive referee report is available; 2⁺ = Two positive referee reports are available; PGD = Postgraduate Diploma

Sign:

Name:

Head, Dept. of

Date

Sign:

Name:

Dean, Faculty of

Date

Form 002: MWECAU Adopted Attributes for Recognizing International and National Journals

S/N	International Journal	National Journal
1	Editorial board that is truly international in its composition. At least 25% of editors are from countries other than the host country.	Has Editorial Board of less than 25% members from countries other than the host country
2	Published by a reputable University, Organization, Publisher or Association (Elsevier, ICE Publishing, Routledge (Taylor & Francis), BioMed Central, British Society of Soil Science)	Published by an accredited University, Organization, Publisher or Association
3	Journals indexed in reputable international data bases such as Web of Science (WoS), SCOPUS, PubMed, African Journals Online (AJOL), Science Citation Index (SCI), LEXISNEXIS, ScienceDirect etc.	International indexing is not mandatory
4	Internationally retrievable	Nationally retrievable
5	Regularly published journal	Regularly published journal
6	Rigorous Peer review	Rigorous Peer review

Source: URT (2022). Revised Harmonised Scheme of Service for Academic Staff in Public Universities and Constituent Colleges. Ministry of State, President's Office Public Services Management and Good Governance (PO PSMGG), Dodoma.

Form 003: Form for Admission into Masters' Degree Programmes
Mwenge Catholic University



Directorate of Postgraduate Studies Research Innovations & Consultancy

Faculty of
 Department of

Admission into Masters in 20...../20.....

S/N	Name of Candidate	Gender	Nationality	Qualifications				Ref. Report	Sponsor	Recommendations
				Degree	Year	Univ/College	GPA			
1		Male	Tanzanian	BSc	2002	SUA	3.4	2+	LiveLabLink	Admit
2		Male	Tanzanian	BAED	2010	Open Univ.	4.1	-	Private	Do not admit. He does not meet the minimum requirements. Strongly advised to apply for MA in
3		Male	Tanzanian	BSc For.	2012	SUA	3.6	2+	Private	Admit
4		Male	Tanzanian	BSc Eco-Tourism & Nature Conservation	2013	SEKOMU	3.2	2+	Private	Admit
5		Male	Tanzanian	BAED	2014	Open Univ.	4.0	2+	Private	Do not admit. He does not meet the minimum requirements.

Key:

- = Not available; + = One positive referee report required; ++ = Two positive referee reports required; # = Subject to successful completion of the first degree; n.a. = Not applicable; 1+ = One positive referee report is available; 2+ = Two positive referee reports are available

Sign:

Name: Date

Head, Dept. of

Sign:

Name: Date

Dean, Faculty of

Form 004: Application for Extension of Registration Form

Mwenge Catholic University



Directorate of Postgraduate Studies Research Innovations & Consultancy

APPLICATION FOR EXTENSION OF REGISTRATION

1. Name of candidate:Registration No.....
2. Date of registration:
3. Date of expiry of registration:
4. Faculty:
5. Department:
6. Degree Programme:
7. Title of Research topic:
.....
.....
8. Duration of extension being requested now: (months),
from.....to
Reasons for requesting extension:
.....
.....
9. Previous request(s) and reasons for extension of registration:
..... (months); from to
Reasons
.....
.....
10. Cumulative number of months of extension taken so far: (months)
11. Signature of the candidate:Date:

12. Supervisory Committee Comments: Recommended/Not Recommended*

Reason(s):

.....

.....

.....

.....

Name of the Main Supervisor: Signature: Date:

13. Comments of Head of Department: Recommended/Not Recommended*

Reason(s):

.....

.....

.....

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

14. Comments by the Dean: Recommended/Not Recommended*

Reason(s).....

.....

.....

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

15. Comments by the DPRICC: Approved/Not Approved*

Reason(s):.....

.....

.....

.....

.....

Name of the Chairperson: Signature: Date:.....

*Delete which not applicable

Form 005: Master/PhD Refereed Research Proposal Seminar Presentation Assessment Form

Mwenge Catholic University



Directorate of Postgraduate Studies Research Innovations & Consultancy

MASTER/PhD REFEREED RESEARCH PROPOSAL SEMINAR PRESENTATION ASSESSMENT

Name of candidate:

Department/Faculty:

Title of Seminar:

.....

Evaluation Criteria	Scores
i. Background on the subject matter (Max. score 10) -----	
ii. Research knowledge gap and relevance of objectives (Max. score 20) ----	
iii. Suitability of research design (Max. score 25) -----	
iv. Suitability of data analysis method (Max. score 20) -----	
v. Realistic work plan and budget (Max. score 10) -----	
vi. Oral communication ability (Max. score 5) ----	
vii. Mastery in use of facility (audio/visual and IT) (5 marks) -----	
viii. Up to date references (Max. score 5)	
Total Score -----	

EXAMINER'S RECOMMENDATION*

1. The seminar presentation was of an acceptable standard, content and oral presentation; the candidate, therefore, passes with a grade (Score of 50 % and above)	
2. The seminar presentation was not of an acceptable standard; the candidate be allowed another chance to repeat the seminar presentation for the first/second additional time (Score of 40-49.9 %)	
3. The student has failed the seminar presentation after three attempts (Score less than 40 %)	
Name of Examiner/Discussant	
Signature: Date	

*Please fill/tick in the appropriate box; *Minimum pass mark is 50%

Form 006: Individual Postgraduate Student's Semi-annual Progress Report Form**Mwenge Catholic University****Directorate of Postgraduate Studies Research Innovations & Consultancy**

**Individual Postgraduate Students' Semi-annual Progress Report for the Months Period
Ending; Date/Month/Year**

Department of:

A: Student's particulars (To be completed by student)

- 1) Surname..... First Name: Other names.....
- 2) Nationality.....
- 3) Degree registered for.....
- 4) Registration Number: (5) Date of Registration

B: Particulars (To be completed by student)

(1) MSc/PhD Coursework/Remedial Courses: Done/Not done

If done show results: GPA/Grade/Overall Scores:

.....

Where done:

(2) Title of dissertation/Thesis research proposal:

.....

(3) Name of Supervisor(s):

.....

(4) Date research proposal approved by Faculty/Senate:

(5) Date research started

(6) Indicate major accomplishments during the period under review:

.....

(7) Student's Signature: Date:

C: Remarks and recommendation

(1) Supervisory Committee Comments:

.....

Name of the Main Supervisor Signature: Date:

(2) Head of Department Comments:

.....

Name Signature: Date:

(3) Faculty PRIC Committee Comments:

.....

Meeting No: Minute No: Date:

(4) Faculty Board Comments:

.....

Meeting No: Minute No: Date:

(5) DPRICC Comments:

.....

Meeting No: Minute No: Date:

(6) Committee of Deans & Directors Recommendation:

.....

Meeting No: Minute No: Date:

(7) Senate Decision:

.....

Meeting No: Minute No: Date:

Form 007: Individual Summary of Postgraduate Students Annual Progress Report Form**Mwenge Catholic University****Directorate of Postgraduate Studies Research Innovations & Consultancy****Summary of individual Postgraduate Students' Annual Progress Report**

Ref:	_____	Date	_____
1	Student's Particulars: (i) Name (ii) Registration No. (iii) Degree Programme (iv) Date of Registration (v) Expected Date of Completion of Studies		
2	Progress in Coursework: (i) Date of Completion of Coursework (ii) Results: Passed/Supplementary/Failed		
3	Status: Allowed to continue with Research work		
4	Date of Approval of Research Proposal		
5	Research Progress:		
	(i) Collecting Data		
	(ii) Analyzing Data		
	(iii) Writing Dissertation/Thesis		
	(iv) Status: Good/Postponed/Frozen (for the duration of)		
	(v) Extension of Registration requested from to		
6	Progress Reporting (i) Regular/Irregular (ii) Date of last progress report		
7	Dissertation/Thesis Examination		
	(i) Submitted Intention to submit		

	(ii) Dissertation/Thesis sent to Examiners on
	(iii) Dissertation/Thesis back from External Examiner(s)
	(iv) Incorporating Examiners' Comments
	(v) Preparing for Viva Voce
	(vi) Revising Dissertation for re-submission
	(vii) Dissertation/Thesis withheld – Give reason (e.g., NOT sent for examination pending payment of outstanding fees)
8	Remarks:
9	Student's Signature: Date:

REMARKS AND RECOMMENDATION

10 Supervisory Committee Comments:

.....

Name of the Main Supervisor Signature: Date:

11 Head of Department Comments:

.....

Name Signature: Date:

12 Faculty PRIC Committee Comments:

.....

Meeting No: Minute No: Date:

13 Faculty Board Comments:

.....

Meeting No: Minute No: Date:

14 DPRICC Comments:

.....

Meeting No: Minute No: Date:

15 Committee of Deans & Directors Recommendation:

.....

Meeting No: Minute No: Date:

16 Senate Decision:

.....

Meeting No: Minute No: Date:

Form 008: Form of the Departmental Summary of Progress Report for Postgraduate Students**Mwenge Catholic University****Directorate of Postgraduate Studies Research Innovations & Consultancy**

Faculty of

Department of

**DEPARTMENTAL SUMMARY OF PROGRESS REPORT FOR POSTGRADUATE STUDENTS
FOR THE PERIOD - 20....**

PhD in Ed (Curriculum Studies) BY COURSEWORK AND DISSERTATION											
S/N	Name of student	Sex	Reg. No.	Date of registration	Nationality	Degree	Sponsor	Supervisor(s)	Expected date of completion	Extension up to	Faculty Remarks
1.		M		Oct. 20....	Tanzanian	PhD	Climate Change	Prof., Prof. & Prof.	Oct. 20....	-	Award Degree
2.		F		Oct. 20...	Tanzanian	PhD	Private	Prof., Prof. & Prof.	Oct. 20....	-	Dissertation writing
3.		M		Oct. 20....	Tanzanian	PhD	COSTECH	Prof., Prof. & Prof.	Oct. 20....	-	Incorporating Corrections
4.		F		Oct. 20....	Kenyan	PhD	Private	Prof., Prof. & Prof.	Oct. 20....	-	Award Degree
5.		M		Oct. 20....	Ethiopian	PhD	Private	Prof., Prof. & Prof.	Oct. 20....	30/09/20	Dissertation writing
PhD in Ed (Educational Planning and Administration) BY COURSEWORK AND DISSERTATION											
6.		M		Oct. 20....	Malawian	PhD	Private	Prof., Prof. & Prof.	Oct. 20....	-	Award Degree
7.		M		Oct. 20....	Rwandese	PhD	Private	Prof., Prof. & Prof.	Oct. 20....	-	Incorporating Corrections
8.		M		Oct. 20....	Kenyan	PhD	COSTECH	Prof., Prof. & Prof.	Oct. 20....	30/09/20	Dissertation writing

9.		F		Oct. 20....	Ethiopian	PhD	COSTECH	Prof., Prof. & Prof.	Oct. 20....	-	Hard Bound
MSc Ed (Chemistry) BY COURSEWORK AND DISSERTATION											
S/N	Name of student	Sex	Reg. No.	Date of registration	Nationality	Degree	Sponsor	Supervisor(s)	Expected date of completion	Extension up to	Faculty Remarks
1.		M			Tanzanian	MSc	SELF	Prof. & Prof.	Oct. 20....	March 20...	Dissertation under examination
2.		M			Tanzanian	MSc	COSTECH	Prof. & Prof.	Oct. 20....	-	Hard Bound
3.		F			Tanzanian	MSc	COSTECH	Prof. & Prof.	Oct. 20....	-	Dissertation under examination
4.		F			Tanzanian	MSc	PRIVATE	Prof. & Prof.	Oct. 20....	-	Data collection
5.		M			Tanzanian	MSc	PRIVATE	Prof. & Prof.	Oct. 20....	Sept 20....	Dissertation writing
6.		F			Tanzanian	MSc	COSTECH	Prof. & Prof.	Oct. 20....	-	Data Collection
MSc Ed (Biology) BY COURSEWORK AND DISSERTATION											
7.		F			Tanzanian	MSc	PRIVATE	Prof. & Prof.	Oct. 20....	-	On Coursework
8.		F			Tanzanian	MSc	PRIVATE	Prof. & Prof.	Oct. 20....	-	On Coursework
9.		M			Tanzanian	MSc	PRIVATE	Prof. & Prof.	Oct. 20....	-	On Coursework
10.		F			Malawian	MSc	PRIVATE	Prof. & Prof.	Oct. 20....	-	On Coursework

Sign:
 Name: Date
 Head, Dept. of

Sign:
 Name: Date
 Dean, Faculty of

Form 009: Master/PhD Refereed Research Results Seminar Presentation Assessment Form**Mwenge Catholic University****Directorate of Postgraduate Studies Research Innovations & Consultancy****MASTER/PhD REFEREED RESEARCH RESULTS SEMINAR PRESENTATION ASSESSMENT**

Name of candidate:

Department:

Faculty:

Title of Seminar:

.....

Evaluation Criteria	Scores
i. Theoretical background on the subject matter (Max. score 25 marks) -----	
ii. Validity of the Literature referred to (Max. score 20 marks) -----	
iii. Correctness in analysis/interpretation of facts (Max. score 25 marks) -----	
iv. Oral communication ability (Max. score 20) ----	
v. Mastery in use of the facility (audio/visual and IT) (Max. score 10 marks) --	
Total Score -----	

EXAMINER'S RECOMMENDATION*

1. The seminar presentation was of an acceptable standard, content and oral presentation; the candidate therefore passes with a grade (Score of 50 % and above)	
2. The seminar presentation was not of an acceptable standard; the candidate be allowed another chance to repeat the seminar presentation for the first/second additional time (Score of 40-49.9 %)	
3. The student has failed the seminar presentation after three attempts (Score of less than 40 %)	
Name of Examiner/Discussant	
Signature: Date	

*Please fill/tick in the appropriate box; *Minimum pass mark is 50%

Form 0010: MWECAU Adopted Attributes for Recognizing Predatory Journals

Attribute	Description
Name/Title	The name may be similar to another reputable and well-established journal
	The name may not match the scope of the journal or the location of the publishers/editors
Journal policies	Policies regarding review process, payment of fees, copyright, publication ethics, retraction of articles, archiving of published articles etc., may be non-existent or may be perfunctory.
	Instructions to authors may provide incomplete or only sketchy details
Article submission and processing	The Journal scope is very wide
	Article processing charges intended to conduct rapid review process
	There may not be a manuscript management/tracking facility, as all submitted manuscripts are accepted without any peer review and without any delay.
Editor and Editorial Board Members	Their names may not be stated and they remain unidentified
	If their names are available, they may not be experts in the field. Their affiliations may not be provided
	The individuals named, may not be aware that they have been appointed to these positions
	Appointing fake Members of the Editorial Board
Publisher	The name may not be revealed. There may not be a traceable address or contact number or email address
	Editors and publishers may not be a member of recognized industry initiatives such as COPE, DOAJ, OASPA, WAME
Indexation and Impact Factor	The journal will not be indexed with reputed indexes and will not be listed in standard periodical directories such as Ulrich's Periodicals Library.
	"Indexation" with non-indexes such as "Google" or "Google Scholar" may be claimed and advertised.
	Journal may use a fake or non-existent Impact Factor. The Impact Factor claimed will not be the one provided by Thomson Reuters
	Fake Index
Published papers	Many papers represent poor science.
	There are grammatical and spelling errors
	There is no uniform formatting of published papers
Advertisements and communications	The journal would advertise itself aggressively through emails and posters

Attribute	Description
	The communications have plenty of grammatical and spelling mistakes
	Enticements with assured (rapid/express) publication within a ridiculously short period of a few days. This will allow hardly any time for a meaningful peer- or editorial review
	A single email will contain an invitation to submit an article, contribute as a reviewer and join as an Editor/Member of the Editorial Board
	These emails continue to pour in, despite the receiver requesting for "unsubscribe"
Website	May be difficult to find/locate
	May have a design similar to another reputed journal's website
	Information about journal policies and scope and regarding editors and publishers is scanty
	Replete with grammatical and spelling errors
Other	The journal may be in existence only for a few years
	Using fake (or not using) DOI, ISSN
	The editorial board too small or indicated as "Coming Soon"

Source: URT (2022). Revised Harmonised Scheme of Service for Academic Staff in Public Universities and Constituent Colleges. Ministry of State, President's Office Public Services Management and Good Governance (PO PSMGG), Dodoma.

Form 0011: Notice of Intention to Submit Dissertation/Thesis**Mwenge Catholic University****Directorate of Postgraduate Studies Research Innovations & Consultancy****NOTICE OF INTENTION TO SUBMIT DISSERTATION/THESIS**

A:	To be filled by the candidate
1.	Name (in full):
2.	Address:
3.	Department: Faculty:
4.	Degree registered for:
5.	Title of Thesis/Dissertation:
6.	Effective Date of Registration:
7.	Supervisor(s): (1) (2).....
	I confirm that I shall submit my thesis/dissertation* on:
9.	Candidate's Signature: Date:.....

B:	To be forwarded by the Supervisor of the Candidate Supervisory Committee comments: It is possible/Not possible* Reason(s).....
10	Name of the Main Supervisor: Signature Date
C:	To be completed by Head of Department (HoD):
11.	The Department Recommend/Does not Recommend* the submission of dissertation/thesis for examination: Reason(s): Name of HoD: Signature: Date:
D:	The Dean of the Faculty to make recommendation:
12.	The Faculty Recommend/Does not Recommend* the submission of dissertation/thesis for examination: Reason(s): Name of the Faculty Dean: Signature: Date:
E:	Recommendation by the DPRICC:
14.	The Directorate Recommend/Does not Recommend* the submission of dissertation/thesis for examination: Reason(s): Name of the Director: Signature: Date:

*Delete what is not applicable.

Form 0012: Terms of Reference for Examining Dissertations/Theses (Reg:)**Mwenge Catholic University****Directorate of Postgraduate Studies Research Innovations & Consultancy**

1. The Internal and External Examiners are expected to scrutinize the Dissertation/Thesis and provide detailed narrative accounts/comments along the following items:

S/No	Items for Assessment	Max. Score (%)	Score (%)
i	Abstract	5	
ii	Introduction	20	
	Background information	5	
	Problem statement	5	
	Rationale/Justification	5	
	Objectives/Research questions/	5	
ii	Literature review	15	
iii	Research Methodology/Materials and methods	15	
iv	Research results	15	
v	Discussion	5	
vi	Conclusions and recommendations	10	
	Conclusions	5	
	Recommendations	5	
vii	Originality of contribution	5	
viii	Literature citation	5	
ix	Overall Presentation of Dissertation/Thesis	5	
	Total Score	100	

2. The Internal and External Examiners are required to provide any additional details to be addressed by the student.
3. The Internal and External Examiners should give raw marks and a definite recommendation on whether or not the degree should be awarded by filling in a summary recommendation form (Form 0013).

Form 0013: Summary Recommendation Form for Master/PhD Dissertation/Thesis (Reg.)**Mwenge Catholic University****Directorate of Postgraduate Studies Research Innovations & Consultancy**

Name of candidate:,.....

Department:

Faculty:

Degree registered for:

Title of dissertation:

EXAMINER'S RECOMMENDATION*

The dissertation/thesis passes i.e., it is of an acceptable standard; the candidate be allowed to sit for Defense/ <i>Viva Voce</i> examination before incorporating the examiner's comments and typographical errors (minor changes**) (list the errors/changes on a separate sheet and in the dissertation/thesis) (Score of 60% and above)	
The dissertation/thesis passes subject to substantial corrections/revisions*** i.e., it is not of an acceptable standard, but the candidate be allowed to do substantial corrections and revisions as indicated in the examination reports to the satisfaction of the supervisors and examiners before being allowed to sit for Defense/ <i>Viva Voce</i> examination (please specify reasons on a separate sheet) (Score of 50-59%)	
The dissertation/thesis is not of an acceptable standard (NOT ACCEPTED), but the candidate be allowed to re-submit the dissertation/thesis for re-examination after one or more of the following (please, tick) (Score of 40-49%): i. Additional data collection () ii. Additional analysis () iii. Additional literature review and revisions () iv. re-writing () v. Others (please specify on a separate sheet) ()	
The dissertation/thesis be rejected outright i.e., Plagiarism above 30% or a combination of the wrong problem statement, objectives, methodology, data analysis and results interpretation (please specify reasons on a separate sheet) (Score of less than 40%)	

Name of Examiner:

Contact Address:

.....

Telephone: Email:

Signature:..... Date

*Please tick in the appropriate box; **Minor changes refer to editorial corrections, slight reorganization of sections and minor modifications of tables, paragraphs or sentences to be submitted within one month for Masters and three months for PhD after satisfaction of the Supervisor(s); *** Substantial corrections/revisions as stated in the examiners' reports to be submitted within three months for Masters and six months for PhD.

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

Marks (%)	70-100	60-69	50-59	40-49	0-39
Letter Grade	A	B+	B (pass grade)	C	D

*Please tick in the appropriate box

Form 0014: PGD/Master/PhD Degree Oral Defence/viva voce Examination Results Form**ORAL DEFENCE/VIVA VOCE EXAMINATION RESULTS FORM**

Name of candidate:

Department.....

Faculty:

Title of Thesis:

.....

.....

(a) DEFENSE/VIVA VOCE PANELIST EVALUATION

Items	Comments	Max. Score (100%)	Score
1. Originality of the Dissertation/Thesis:			
a) Is the data presented adequate?		10	
b) Are the methods sufficiently documented and used?		10	
c) Are the data correctly analysed and are the statistical methods used valid and correctly applied? (e.g. sample size, choice of test)		10	
d) Does the analysis and findings constitute the original work of the candidate?		10	
2. Coverage			
Does the candidate fully grasp the broader subject area in which the study is based?		20	
3. Ability to address weaknesses in the dissertation			
Is the candidate able to address weaknesses raised in the work conducted by the candidate?		10	
4. Impression on the presentation by the candidate			
a) Is the candidate able to respond to questions and comments from the panelists?		10	

b) Is the candidate able to communicate loudly to the audience?		10	
c) What is the overall impression on the presentation by the candidate?		10	
Total score			

(b) DEFENCE/VIVA VOCE PANEL RECOMMENDATION*

CANDIDATE PASSES	
The Degree be awarded to the candidate subject to making minor corrections and revisions in the dissertation/thesis as detailed in the <i>viva voce</i> proceedings, examination reports and in the dissertation/thesis (<i>Score of 50% or above based on the number of questions answered correctly</i>),	
CANDIDATE PASSES VIVA VOCE EXAMINATION SUBJECT TO SUBSTANTIAL CORRECTIONS/REVISIONS	
The Degree be awarded to the candidate subject to substantial corrections/revisions. The candidate be allowed to do substantial corrections and revisions as indicated in the <i>viva voce</i> proceedings and examination reports for a period of not less than three months BUT not exceeding six months to the satisfaction of the supervisors and the Chairperson of the panel (<i>Score of 50% or above based on the number of questions answered correctly</i>)	
CANDIDATE REPEATS VIVA VOCE EXAMINATION	
The PhD degree is not awarded. The candidate repeats the <i>viva voce</i> examination due to his/her failure to defend the dissertation/thesis successfully. The candidate be given six months to re-write his/her dissertation/thesis for re-examination by the internal examiner as indicated in the <i>viva voce</i> proceedings and examination reports before being allowed to repeat the <i>viva voce</i> examination; (<i>Score of 40 – 49.9 % based on questions answered correctly</i>)	
CANDIDATE FAILS	
The candidate fails outright (reason detailed in <i>viva voce</i> proceedings) (<i>Score less than 40% based on questions answered correctly</i>)	

***Please tick in the appropriate box; *The minimum pass mark is 50%**

Form 0015: Oral Defence/*viva voce* Examination Results Recommendation Form for Dissertation and Thesis

Mwenge Catholic University



Directorate of Postgraduate Studies Research Innovations & Consultancy

Faculty of

Department of

MEMBER	NAME	SIGNATURE	DATE	RECOMMENDATION*
1. Chairperson				
2. External Examiner				
3. Internal Examiner				
4. Dean or Nominee				
5. Head of depart or Nominee				

*In case of disagreements, each panelist should show the recommendation number against his/her signature.

Form 0016: Summary of Students' Admission into PhD programmes**Mwenge Catholic University****Faculty of****Department of****PhD in**

N o	Nam e	Gende r	Nationalit y	Qualificatio n	When obtaine d	Univ/Colleg e	GP A	Ref. Repor t	Sponsor	C N	Recommendatio n
1		M	Tanzanian	BSc in	2005	UDSM	3.6	-	Bill & Melinda Gates	-	Admit - ++, CN
				MSc in	2013	UDSM	4.0				
2		M	Tanzanian	BA in	2005	UDOM	3.5	-	PRIVAT E	√	Admit - ++
				MA in	2014	UDOM	4.3				

Key

- = Not available; + = One positive referee report required; ++ = Two positive referee report required; # = Subject to successful completion of the first degree; n.a. = not applicable; 1+ = One positive referee report is available; 2+ = Two positive referee reports are available; CN Concept note required

Sign:

Name: Date

Head, Dept. of

Sign:

Name: Date

Dean, Faculty of

Form 0017: Postgraduate Student-Supervisor Agreement (Reg.)**Mwenge Catholic University****Directorate of Postgraduate Studies Research Innovations & Consultancy****Student-Supervisor Agreement****A: Background**

The student-Supervisor Agreement is intended to ensure smooth supervision, mentorship and to maintain mutual trust throughout the study period. The agreement is also guided by other University guidelines and policies hence it should be read in conjunction with the following Mwenge Catholic University documents:

- i. Revised MWECAU Regulations and Guidelines for Postgraduate Studies (2nd Ed. 2023)
- ii. MWECAU Research and Innovations Policy (2nd Ed. 2020)
- iii. MWECAU Research Regulations and Guidelines, 2020
- iv. MWECAU Guidelines for Preparing Dissertations/Thesis and other Publications, 2023
- v. MWECAU Examinations and Assessment Criteria Regulations, 2020
- vi. Guidelines Specific in postgraduate programmes
- vii. MWECAU Students' By – Laws, 2020
- viii. Prospectus of Mwenge Catholic University

Name of student:Reg. Number:

Degree programme:

Department:

Faculty:

And

Main supervisor:

Department:

Faculty:

Co-supervisor 1:

Department:

Institution:

Co-supervisor 2:

Department:

Institution:

B: Research Project

The student intends to work on the research project titled:

.....

Expected start date:

Expected end date:

C: Students and Supervisor Responsibilities**C1 The student**

Accepts to abide to the University standards, policies and guidelines including the following roles and responsibilities:

- i. Identify his/her own training and developmental needs, communicate them to the supervisor, and ensure they meet the University's requirements for training and skills development.
- ii. Request for permission when he/she wants to be absent from the University campus. Permission of up to 14 days shall be granted by the Head of the Department while the permission of more than 14 days and travel outside the country shall be granted by the Deputy Vice Chancellor-Academic Research and Consultancy through the recommendations of the relevant Departmental Board, Faculty Board, and DPRICC.
- iii. Can request to change the supervisor(s) after one month and within three months since the assignment of the supervisors if he/she believes with genuine reasons that continued supervision by such supervisor(s) will not lead to the satisfactory completion of the degree.
- iv. Attend coursework and lectures (where applicable), examinations, research seminars, and develop concept note and research proposal.
- v. Complete his/her research on schedule as stipulated in the approved research proposal and write the dissertation/thesis as stipulated in the MWECAU Guidelines for Preparing Dissertation/Thesis and other Publications.
- vi. Apply for postponement, freezing studies, extension of registration OR withdrawal of registration from studies where necessary.
- vii. Discuss problems stemming from his/her research with his/her supervisor(s)/supervisory committee and Head of Department.
- viii. Write and submit progress reports on time to supervisor(s) and respective Committees/Boards at Departmental, Faculty and DPRIC using Standard Progress Report Forms as stipulated in the Revised MWECAU Regulations and Guidelines for Postgraduate Studies (2nd Ed. 2023).
- ix. Act as a responsible member of the University's academic community in a professional and socially acceptable manner.
- x. Prepare and submit research reports, dissertation/thesis/manuscripts and publications to the supervisor(s).
- xi. Comply with checking dissertation/thesis for plagiarism using anti-plagiarism software approved by MWECAU before submitting it for examination and for the final error free copies.
- xii. Communicate research findings as appropriate to others in the academic community, as appropriate both orally and in writing.

C2 The supervisor

Accepts to abide to the University standards, policies and guidelines including the following roles and responsibilities:

- i. Provide appropriate technical advice and adequate guidance to enable their students to choose and embark on appropriate research theme as well as to train the students to work independently.
- ii. Guide the student in formulating an appropriate research project, focus ahead and see the potential and limitations of the research problem before the candidate goes far with the research work.
- iii. Ensure that the student maintains satisfactory progress, receives adequate advice and encouragement on coursework and research, and dissertation/thesis preparation is reviewed critically and on a continuous basis.
- iv. Ensure a positive attitude and relationship with the student to identify the student's difficulties and problems early enough to avoid unnecessary frustrations.
- v. Show interest and enthusiasm in the student's research work, be accessible and have a positive and friendly relationship with the student.
- vi. Ensure that the student presents seminars as planned by the respective Departmental PRIC Committee and the Head of the Department.
- vii. Recommend to the Head of Department any remedial or formal courses appropriate to the student's field of study.
- viii. Support and monitor the student's progress through a research plan, a planned schedule of meetings and formal contacts, therefore avoiding wastage of time and resources, and ensure the student submits a research progress report periodically at intervals of four months. Propose a temporary supervisor to the Head of the Department in case of unavailability for a period of three consecutive months or more.
- ix. Ensure the student submits a draft dissertation/thesis of his/ her research findings.
- x. The Supervisor(s) shall not, in any case, assume the role of the students such as writing the draft dissertation/thesis for the student.
- xi. Ensure that the student submits a dissertation/thesis of an acceptable standard for the intended degree programme.
- xii. Ensure frequent consultations with the student to be aware of new problems in the student's research since the last report and to suggest remedial measures before it is too late.
- xiii. Have the right to recommend deregistration/discontinuation from studies of the student who fails to maintain satisfactory academic progress in any phase of their postgraduate programme.
- xiv. Recommend to the Head of the Department potential external examiners for the candidates' dissertation/thesis.
- xv. Ensure that the student's dissertation/thesis is within the acceptable standard and plagiarism level (i.e., <30%).
- xvi. Therefore, the supervisor is required to use available anti-plagiarism software approved by
- xvii. MWECAU Senate to check students' work.
- xviii. Guide the student in the revision of the thesis/dissertation as recommended by the examiners and *viva voce* panel, and finally certify the error-free version of the dissertation/thesis for submission.

D: The Student and the Supervisor

- i. Supervisory meetings: The student and supervisor(s) shall meet physically or virtually at least twice per month. Meetings shall be verified by filling and signing in a logbook.
- ii. Publication and authorship policy: In any publication emanating from the student's research work, the student shall be the first author. The arrangement of other authors shall be agreed upon

by all researchers based on the contribution to the manuscript or as recommended in the field of study.

- iii. Student shall comply with all University standards, policies and ethics.
- iv. Intellectual Property: Any dissertation/thesis with patentable innovations shall be reported to the DPRIC as stipulated in MWECAU Research and Innovation Policy, 2020, MWECAU Research Regulations and Guidelines, 2020 and Revised MWECAU Regulations and Guidelines for Postgraduate Studies (2nd Ed. 2023).
- v. Conflicts: In case of any conflict or withdrawal from supervision, the supervisor/student should immediately seek advice from the Head of the Department.
- vi. Breach of this agreement shall be handled depending on the circumstances as stated in Revised MWECAU Regulations and Guidelines for Postgraduate Studies (2nd Ed. 2023) (Re. 7.1 (xiii)).

E: Declarations

Have read and agreed the terms and conditions stated in this agreement

Name of the student:

Signature of the student: Date:

Name of the Main supervisor:

Signature of the supervisor: Date:.....

Name of the Co-supervisor No. 1:

Signature of the co-supervisor: Date:.....

Name of the Co-supervisor No. 2:

Signature of the co-supervisor: Date:.....

Received on (Date):

Name of the Department:

Name of Head of Department:

Signature of Head of Department:

Form 0018: Declaration of Co-authorship**Mwenge Catholic University (MWECAU)**

1.0 Title of the publication: _____

2.0 Name of the Journal: _____

3.0 Author's contribution

Authors	Element of the work	Contribution (%)	Signature
Corresponding author	Formulation of the research problem		
	Methods specification		
	Carrying the research		
	Results analysis and conclusions		
	Sub-total		
Co-author 1	Formulation of the research problem		
	Methods specification		
	Carrying the research		
	Results analysis and conclusions		
	Sub-total		
Co-author 2	Formulation of the research problem		
	Methods specification		
	Carrying the research		
	Results analysis and conclusions		
	Sub-total		
Co-author 3	Formulation of the research problem		
	Methods specification		
	Carrying the research		
	Results analysis and conclusions		
	Sub-total		
Co-author 4	Formulation of the research problem		
	Methods specification		
	Carrying the research		
	Results analysis and conclusions		
	Sub-total		
Grand Total			

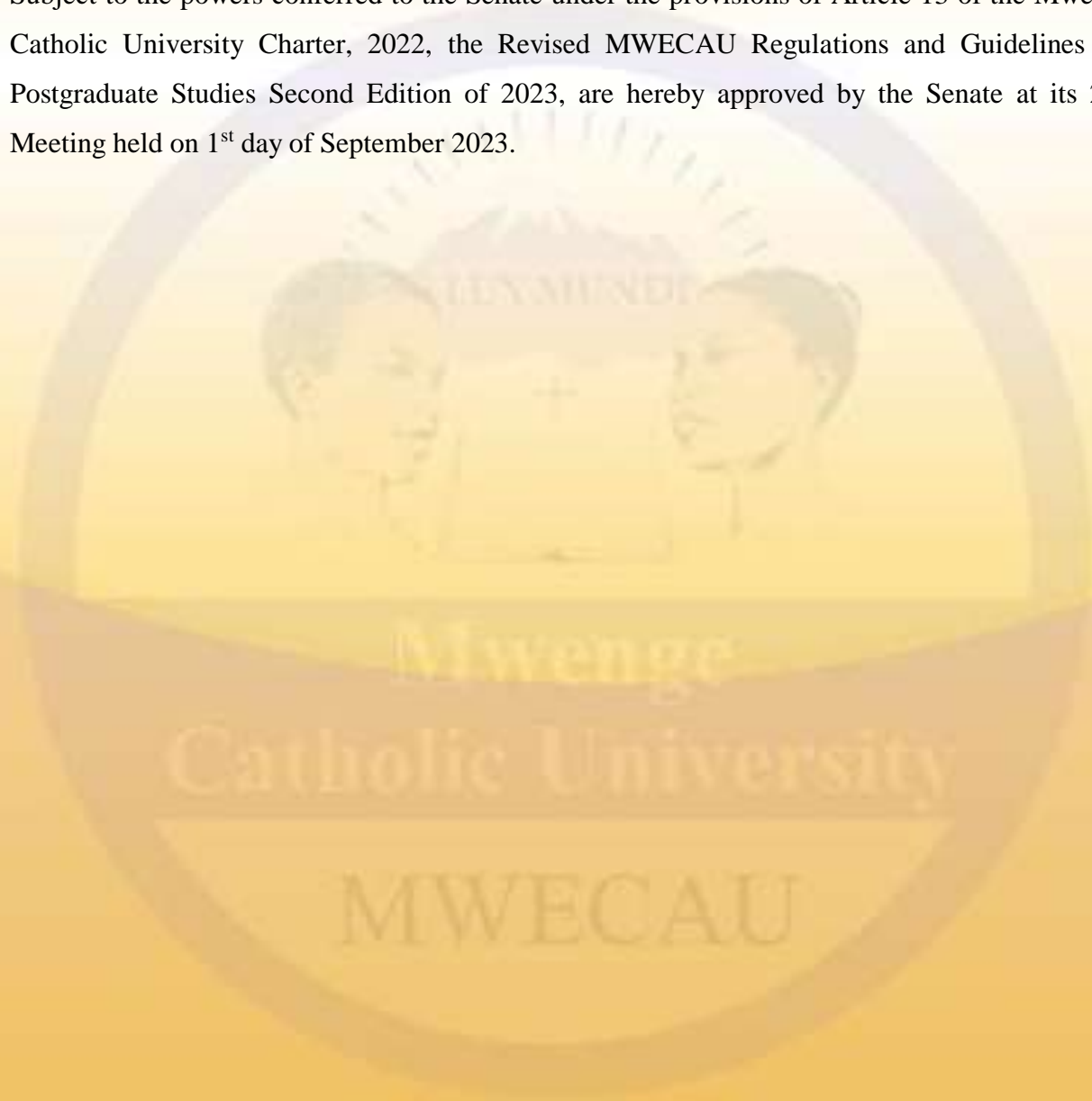
4.0 Comments

.....

**Each parameter carries a total score of 100 that should be shared between the contributing authors based on their contribution to the parameter. The Subtotal scores for each contributing author should be added to obtain a grand total. The percent contribution by each author will be computed from: Sub-total/Grand total)*100.*

Recommendation for Approval

Subject to the powers conferred to the Senate under the provisions of Article 13 of the Mwenge Catholic University Charter, 2022, the Revised MWECAU Regulations and Guidelines for Postgraduate Studies Second Edition of 2023, are hereby approved by the Senate at its 23rd Meeting held on 1st day of September 2023.



A photograph of a multi-story building with a white facade and yellow structural columns. The building features large windows that reflect the sky and surrounding greenery. A sign above the entrance reads "BISHOP AMEDEUS MSARIKIE LEARNING RESOURCE CENTER". The top of the building has a sign that reads "MWENGE CATHOLIC UNIVERSITY".

MWENGE CATHOLIC UNIVERSITY

BISHOP AMEDEUS MSARIKIE
LEARNING RESOURCE CENTER

MWENGE CATHOLIC UNIVERSITY - MWECAU

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