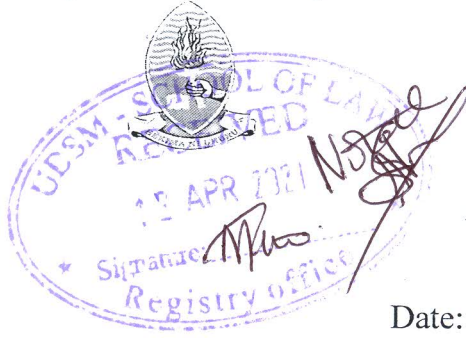


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Our Ref: Z1/6

Date: 12th April 2021

Constituent College Principals, Campus College Principals,
School Deans and Directors of Institutes
University of Dar es Salaam

**RE: AMENDMENT OF THE GENERAL POSTGRADUATE
REGULATIONS AND GUIDELINES**

At its **360th Meeting** held on 2nd February 2021, the Senate approved amendments to a number of provisions of the General Postgraduate Regulations and Guidelines for Postgraduate Programmes (2018). The first amendment is to **Regulation 7.6.2** on submission of a PhD Thesis/Dissertation. Presently, this regulation requires a candidate to submit PhD thesis/Dissertation after submitting “at least one journal paper from the work in a journal that is recognized by UDSM Senate.” However, the sub-regulation does not state how this recognition is to be verified. As a result, some of the journal papers that have been submitted by postgraduate students are not compliant with this requirement.

To fill this gap, Regulation 7.6.2 has been amended to require Heads of Department and Principals/Deans/Director to verify that the journal paper submitted is indeed published in a journal recognized by UDSM Senate (**See Section 1 of Appendix 1**). For this purpose, a new UDSM Postgraduate Form 22 has also been designed (**See Appendix 2**).

The second amendment is of provisions relating to approval of proposals for Masters and Doctoral Programmes by research. Presently, **Regulations 1.5.12(g-h)** and **12.5.9** require proposals for Master’s and Doctoral Degrees respectively to be submitted for approval first by the Departmental Postgraduate Studies Committee and thereafter the College/School/Institute/Faculty Postgraduate Studies Committee before the student is allowed to continue with the research activities. Not only does this two level approval of

proposals contribute to the delay in students completing their programmes, it is unnecessary considering that the expertise on students' programmes is found primarily at Departmental, and not the College/School/Institute, level.

The Senate resolved that the above stated provisions should be amended to the effect that all proposals for postgraduate programmes will henceforth be approved by the Departmental Postgraduate Studies Committee. The approval by the College/School/Institute/Faculty Postgraduate Studies Committee will no longer be required. The amended provisions are found under **Sections 2 and 3 of Appendix 1**.

To implement the latter amendments effectively, and to ensure academic standards and quality are maintained, the following should be done:

- i. Each Department shall have an active and well-composed (in terms of seniority, discipline and specialization) Departmental Postgraduate Studies Committee.
- ii. When reviewing a PhD proposal, the Committee shall include a minimum of three UDSM academic members of staff who hold a PhD with at least one of them having the rank of Senior Lecturer while for a Master's proposal it should comprise a minimum of two academic members of staff who are PhD holders.
- iii. Where there is inadequate number staff with requisite qualifications in the Department, or if the nature of the proposal so demands, the Departmental Postgraduate Studies Committee, in consultation with the Head of the Department, may co-opt other academic staff members from any Department in the academic unit or the University at large to attend the presentation.
- iv. Departments shall plan regular proposal presentation sessions throughout the year and ensure that no unnecessary delays is caused for well-developed proposals.
- v. The Committees should keep records of the proceedings of the presentation sessions and submit the same to the DPGS alongside the list of attendees, the names of the candidate and supervisor(s), title and session dates and venue.

These amendments come into force with immediate effect.


Prof. Bonaventure Rutinwa
Deputy Vice-Chancellor Academic

- c.c: Vice Chancellor
- c.c: Deputy Vice Chancellor (Administration)
- c.c: Deputy Vice Chancellor (Research)
- c.c: Chief Corporate Counsel and Secretary to Council
- c.c: Director of Postgraduate Studies

THE UNIVERSITIES ACT 2005

THE UNIVERSITY OF DAR ES SALAAM CHARTER 2007

AMENDMENT TO THE GENERAL REGULATIONS AND GUIDELINES
FOR POSTGRADUATE PROGRAMMES, APRIL 2018

(Made Under Rules 16(c)(ii) and 16(e) of the University of Dar Es Salaam Rules, 2007)

1. Amendment to Regulation 7.6.2

1.1 Regulation 7.6.2 is amended as follows:

7.6.2 *PhD thesis/dissertation cannot be submitted without publishing at least one journal paper from the work in a journal that is recognised by UDSM Senate. The paper must be attached as an appendix to the submitted thesis/dissertation. Heads of Department and Principals/Deans/Director must verify that the papers(s) submitted is/are published in media recognized by UDSM Senate using UDSM/PG. F22.*

2. Amendment to Regulation 1.5.12

2.1 Regulation 1.5.12 is amended as follows:

1.5.12 Masters by Thesis

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

- (a) Develop a research proposal and present it for review within four months after registration before the Department's Postgraduate Studies Committee.*
- (b) The Proposal so developed shall be comprehensive and shall conform to the Guidelines on the writing of research proposal provided for in Appendix II to these Regulations. The proposal should not exceed 20 pages in length, typed in 12-point font (Times New Roman, CG Times or Times) and have double-spaced lines.*
- (c) On receipt of the research proposal, the Chairperson of the Departmental Postgraduate Committee shall distribute a copy of the proposal for scrutiny at least seven days before the date of the seminar presentation.*
- (d) On the date of presentation the candidate shall be allowed 30 minutes of presentation followed by 1 hour and 15 minutes of questions and answers.*

- (e) *If satisfied with the Proposal's quality, the Department shall approve the same and report to SPCP, through the Chairperson of the College/School/Institute/ Faculty Postgraduate Studies Committee.*
- (f) *Research proposals for Masters-by-thesis candidates must be submitted to the Departmental Postgraduate Committee and approved within six months from the date of formal registration. Candidates shall pay to the School/Institute/College a fee for each monthly extension beyond the six months as the Council may from time to time prescribe.*
- (g) *The duration of the registration period for Masters by thesis candidates, including the six months of developing and submitting a research proposal for approval, shall be two years for full-time candidates and three years for part-time candidates.*
- (h) *Students registered for Masters' Degree programmes by thesis may, on the recommendation of the relevant College/School/Institute Board, be required to do one or more formal courses appropriate to their fields of study. In addition, students are advised to undertake short courses in Communication Skills and Computing.*

3 Amendment to Regulation 12.5.9

3.1 Regulation 12.5.9 is amended as follows:

- 12.5.9 *Assist the student to formulate an appropriate research proposal. The research proposal must be approved by the Departmental Postgraduate Studies Committee before the student formally begins research activities”.*



UNIVERSITY OF DAR ES SALAAM

Directorate of Postgraduate Studies

VERIFICATION OF PAPER PUBLICATION MEDIA FOR PhD CANDIDATE

(Candidate Pursuing PhD by Papers shall fill a minimum of TWO forms i.e. one form for each published paper)

1. PhD Candidate information:

Name of the leading author.....Registration No

Name of the Programme.....

Title of the Paper

Co-author (s):.....

Publisher:.....

Volume:DOI (if any)

For official use only:

According to General Regulations and Guidelines for Postgraduate Programmes (2018) Section 7.6.2, which states that '*PhD thesis/dissertation cannot be submitted without publishing at least one journal paper from the work in a journal that is recognized by UDSM Senate*' thus this condition must be met for a PhD student to qualify for a degree award. To ensure adherence to this

regulation, Heads of Department and Principals/Deans/Director must verify if the papers(s) submitted is/are published in media recognized by UDSM Senate.

2. Confirmation by the Supervisor:

I..... do hereby ascertain that the attached paper is from the PhD thesis/dissertation of the student.

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

3. Confirmation by the Head of Department:

I..... do hereby ascertain that the attached paper is published in the media recognized, or equal to journals recognized, by UDSM Senate.

Name of the Department.....

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

4. Confirmation by the Principal/Dean/Director:

I..... do hereby ascertain that the attached paper is published in the media recognized, or equal to journals recognized, by UDSM Senate.

Name of the College/School/Institute/Faculty.....

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

5. Received by Director of Postgraduate Studies together with thesis/dissertation error free copies, the paper is (are) attached and verified by the respective units.

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