



# **KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE**

*(A Constituent College of Tumaini University  
Makumira)*

## **POSTGRADUATES SUPERVISION POLICY, GUIDELINES, AND PROCEDURES**

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## **PREFACE**

On behalf of the Kilimanjaro Christian Medical University College (KCMUCo), it is with great pleasure that I present the Postgraduate Supervision Policy and Procedures. This document is a testament to our unwavering commitment to excellence in postgraduate education and research. It serves as a cornerstone for the supervisory relationships that are pivotal to the academic and professional development of our postgraduate students.

The journey of postgraduate study at KCMUCo is both challenging and rewarding, leading to the production of high-caliber research that contributes to the health sector and the scientific community at large. Recognizing the critical role of effective supervision in this process, we have developed a policy that is both comprehensive and sensitive to the unique context of our institution and the needs of our students and faculty.

The policies and procedures outlined are the culmination of collaborative efforts among members of the College Community. They reflect international best practices while being tailored to the specific environment of KCMUCo, ensuring that they are relevant and applicable to our community and Tanzania. Furthermore, they have been aligned to the Handbook of Standards and Guidelines for University Education in Tanzania, Third Edition of 2019, and its addendum of 2023. The aim is to provide a structured and supportive framework that will guide the supervisory process from the initial stages of postgraduate enrollment to the successful completion of the program.

The Policy and procedures delineate the roles and responsibilities of supervisors, co-supervisors, and postgraduate students. It emphasizes the importance of clear communication, mutual respect, and the setting of realistic and achievable goals. By

establishing these guidelines, we seek to create a nurturing environment that promotes intellectual growth, ethical research practices, and the development of skills essential for academic and professional success. We, therefore, encourage all stakeholders to engage with this document actively and to provide suggestions that will enhance our supervisory practices.

I extend our gratitude to all who have contributed to the development of this manual and the ongoing pursuit of knowledge at KCMUCo. May this Postgraduate Supervision Policy and Procedures manual serve as a guiding light for supervisors and students alike, as we work together to advance health sciences education and research in Tanzania and beyond.

With best wishes for a fruitful and enriching postgraduate experience,

Professor Ephata E. Kaaya

**Provost**

## **ABBREVIATIONS AND ACRONYMS**

AB	Academic Board
DoS	Dean of Students
DPA	Deputy Provost Administration
DPAA	Deputy Provost for Academic Affairs
DPS	Directorate of Postgraduate Studies
DRC	Directorate of Research and
Consultancy	
KCMC	Kilimanjaro Christian Medical Centre
KCMUCo	Kilimanjaro Christian Medical
University College	
KCRI	Kilimanjaro Clinical Research Institute
MD	Medical Doctor
MMed	Master of Medicine
MPH	Master of Public Health
MSc	Master of Science
PGC	Postgraduate Committee
QA	Quality Assurance
SCACA	Senate Committee for Academic and Curriculum
Affairs	
TCU	Tanzania Commission for Universities
TUMA	Tumaini University Makumira
UQF	University Qualifications Framework

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## **GLOSSARY OF TERMS**

**“Admission”** means admitting an applicant into a course of the University following submission and assessment of an application.

**“Applicant”** means a person applying to the University for Admission into a course. Conditional/Provisional Admission: Admission is offered while all admission requirements have not been provided or verified.

**“Course”** means an individual subject component, several of which contributes to the completion of your academic program.

**“English Language Proficiency”** means the ability of students to use the English language to communicate competently in spoken and written contexts while undertaking their program of study. International applicants should meet the University’s English Language requirements to be eligible for Admission.

**“International student”** means a student who is not a Tanzanian citizen but a citizen of another country;

**“Offer”** means a formal notification stating that the University offers an applicant a place in an accredited course under specified conditions, such as mode of study.

**“Program”** means courses sequences that prepare students with the knowledge and skills necessary for success in their chosen career. A program has several courses over a certain period leading to an award of degree.

**"Postgraduate graduate program"** means a training program that leads to the award of a master's degree, and Doctorate.

**"Graduand"** means someone who is eligible to graduate but has not yet graduated.

**"Graduate"** means a person who has completed a course of study or training, especially a person who has been awarded an undergraduate or first academic degree.

**"Research"** means a systematic experimental and theoretical work, application, and/or development that increases the dimensions of knowledge.

## **1.0 INTRODUCTION**

### **1.1 Background**

The Kilimanjaro Christian Medical University College (KCMUCo) was established in 1997 by the Good Samaritan Foundation of Tanzania (GSF), which is the current owner. The College was granted a Charter of incorporation in 2010 when it changed its name to Kilimanjaro Christian Medical University College (KCMUCo) as a Constituent College of Tumaini University Makumira TUMA under the Evangelical Lutheran Church of Tanzania (ELCT).

The KCMUCo training programs, running for over 25 years, have produced alumni spread throughout Tanzania and elsewhere, creating the name recognition, reputation, and brand that KCMUCo is today. Thus, KCMUCo is a distinguished institution with a rich history of fostering academic achievement and personal growth. Its focus is training, research, and extension in health sciences, emphasizing promotive, preventive, rehabilitative, and palliative health.

KCMUCo is committed to progressively developing innovative programs catering to the present and future health needs of the Nation and the Region through its undergraduate, and postgraduate programs.

The Postgraduate Supervision Policy is designed to contribute to the diversity and dynamism of graduate studies by providing detailed information about the supervision of postgraduate studies, and the guidelines.

## **1.2 Purpose and Rationale**

A postgraduate supervision policy is essential for ensuring that the supervisory process is effective, fair, and conducive to producing high-quality research. It benefits the students, supervisors, and the academic institution by setting standards and providing a roadmap for successful postgraduate education. Postgraduate supervision policy is to ensure the quality, consistency, and effectiveness of the supervision process for students namely, as master's and Ph.D. candidates. It helps maintain high academic standards by outlining the qualifications and responsibilities of supervisors. It ensures that supervisors are competent and have the necessary expertise to guide students through their research.

The policy provides a framework for the supervisory relationship, ensuring that students receive structured and regular guidance throughout their studies. This includes clear expectations for meetings, feedback, and support.

It outlines supervisors', students', schools', departments', and directorate of graduate studies' responsibilities and expectations to ensure a supportive, productive, and high-quality research environment.

## **1.3 Objectives of the Policy**

The objectives of the Policy are: -

- (i) To establish clear guidelines for the supervision of HDR students in Chemistry.
- (ii) To promote a consistent and high standard of supervision across the Department.
- (iii) To foster a collaborative and constructive relationship between supervisors and students.
- (iv) To ensure timely completion of research projects with significant academic merit.

## **2.0 SCOPE OF THE POLICY**

This Policy applies to all postgraduate students and academic staff supervising Master's, Doctor of Philosophy (PhD), and other doctoral-level degrees. It applies to all departments, schools, Institutes, directorates, and Colleges in the University. This Policy applies to both national and foreign students pursuing postgraduate degrees in the College.

University

## **3.0 POLICY STATEMENT**

Supervision is crucial for mentorship and timely completion of postgraduate studies. Arrangement for supervision, therefore, requires transparency and shared responsibility between the candidate, supervisors, and the institution. Supervision is not a one-person responsibility but a collective responsibility involving the Department specialized in the discipline of the research study, the relevant School/Faculty, the directorate responsible for postgraduate studies, the supervisor, and the student. To that end, through appropriate departmental meetings, the departments shall carefully consider the proposed supervisor's area of expertise, his/her qualifications, and experience before nomination for a supervisory role. As far as possible, the primary supervisor shall supervise postgraduate students only in his/her area of specialization.

## **4.0 ELIGIBILITY AND APPOINTMENT OF SUPERVISORS**

The appointment of supervisor(s), both main and co-supervisor(s) is done by the Senate on the recommendation of the relevant Faculty/School and the Postgraduates Committee. For one to qualify for appointment as a higher degree supervisor at KCMC

University, he or she must have the following attributes/qualifications: -

- (i) The main supervisor shall have: -
  - (a) A PhD or appropriate professional expertise and be a full-time permanent member of the academic staff at the University, or at a University/Institution affiliated with this University.
  - (b) with at least four publications in the relevant research study area.
  - (c) Been part of a supervisory team that has seen the successful completion of at least one relevant postgraduate degree,
  - (d) Relevant and recent research expertise in the proposed topic area of the study.
- (ii) The co-supervisor(s) shall:
  - (a) Have a PhD/MMed/MDent or appropriate professional expertise and be active in research/development in the broadly defined discipline or the field of study and
  - (b) Be a full-time permanent member of the academic staff at KCMUCo/University or a full-time and permanent member of staff from a collaborating local and foreign institution/University.
- (iii) Supervisors must be formally selected and allocated by the department head after consultation with the prospective student and recommended to the Faculty/Institute Board for recommendation to the DPS/CAC or Senate Higher Degrees Committee and to the Senate (SHDC) for approval.

- (iv) A postgraduate student doing a master's program shall be supervised by at least two experienced Ph.D. holders and qualified supervisor(s). In addition, the supervisor(s) must have attained his/her Ph.D. degree award at least during the last year.
- (v) A candidate for a Ph.D. study program shall be supervised by a minimum of two qualified and experienced supervisors who possess Ph.D. qualifications, preferably at least one of whom is at the rank of **associate** or **full professor**.
- (vi) A supervisor with a Ph.D. but has a rank lower than **associate professor** shall be required to have attained his/her PhD/MMed/MDent in at least the last **four years** and must have supervised Master student(s) to completion and must demonstrate outstanding achievements in scholarly works published in the **relevant field** in refereed journals, books or scholarly papers published in peer-reviewed proceedings of professional international symposia or conferences recognized by the University.
- (vii) The maximum number of postgraduate students to be supervised by one supervisor at any time shall not exceed Ten (10); five (5) master's and five (5) PhD candidates.
- (viii) Where more than five (5) students are necessary for a master's and five (5) for a Ph.D., the additional number of students shall depend on the *supervisor's rank, teaching and consultancy load, and other administrative responsibilities*.
- (ix) Academic staff involved in supervising postgraduate students shall have the required supervision and mentorship skills to facilitate the process; thus, during

identification of supervisors' departments must observe this requirement.

- (x) Departments and schools shall process the appointment of supervisors for postgraduate students very early before the commencement of research coursework and before students embark on research activities.
- (xi) When identifying supervisors for appointment, the departments and schools/Faculty shall consider the following: -
  - (a) The candidates' selected research topic aligns with the national and institutional research agenda and research priority areas;
  - (b) The topic in (xiii) (a) shall be internally advertised, and student allocation should reflect **supervisors' areas of expertise for proper guidance**;
- (xii) After identifying the study topics for the students and the appropriate supervisor(s), the Department shall process the supervisor(s) supported by his/her current CV through the relevant school or Institute Board and DPSC/Senate Higher Degrees Committee (SHDC) for formal appointment by the Senate and issue appointment letters.
- (xiii) When processing the supervisors for appointment, the departments and schools/institutes shall ensure that the supervisors, in any manner, have no close personal relationship (family or friendship) with the students under their supervision;
- (xiv) Notwithstanding the prescriptions of (xv) above, the departments and other appointing authorities shall ensure that there is good chemistry between the

students(s) and the supervisor(s) to avoid future conflicts and, thus, poor supervision.

- (xv) Should the student's main supervisor be away from the University for more than three consecutive months, an acting main supervisor may be appointed depending on circumstances after recommendations from the Department and School/Faculty.
- (xvi) Persons who are themselves candidates for doctoral degrees at any institution are not normally eligible for appointment as supervisors for the same degree but may be appointed as advisers.

## **5.0 EXPECTATIONS OF THE STUDENT AND SUPERVISOR(S)**

### **5.1 Before Enrolment**

Before enrolment into a postgraduate program, the candidate and one or more supervisor/s are expected to discuss:

- (i) The proposed thesis/dissertation research project
- (ii) The resources required to carry out the research and their availability
- (iii) The support required to bring the research to a successful completion
- (iv) Any Intellectual Property (IP) issues presented by the research
- (v) Publications and authorship
- (vi) The respective obligations of supervisor/s and candidate to avoid possible misunderstandings.

### **5.2 After Enrolment**

At the beginning of the research, and continuously, the candidate and one or more supervisor/s are expected to discuss:

- (i) Student/supervisor roles

- (ii) The frequency, duration, and purpose of supervisory meetings
- (iii) IP, commercialization, patents, and publications resulting from the research (including author order), if any.
- (iv) Academic integrity and the ethics of research

## **6.0 THE ROLES AND RESPONSIBILITIES OF SUPERVISION STAKEHOLDERS**

### **6.1 The Roles and Responsibility of Supervisors**

#### **6.1.1 Supervision of Masters vs PhD Students**

Supervisors need to be cognizant of the following from the very beginning: -

- (i) The master's degree research program is designed as a training stage/course in which the student is expected to:
  - 
  - (a) Be exposed to the fundamentals of research.
  - (b) Acquire specific new techniques.
  - (c) Learn how to present the results of his/her research in a scholarly manner.
  - (d) Make significant contributions to knowledge because he/she may lack previous research experience; the master's student always requires close and careful supervision, but more so during the early stages of learning research techniques and at the time of thesis/dissertation writing.

*It is, therefore, the duty of the supervisor(s) to be aware of this and provide the required guidance efficiently and appropriately.*
- (ii) The PhD candidates possess substantial research skills from previous training. The supervisor shall, therefore, recognize that the student has already acquired some

training experience in research at the master's degree level. *Thus, a PhD supervisor should expect the student to:* -

- (a) Exercise more initiative in his/her research.
- (b) Produce considerably more original work.
- (c) Make a distinct contribution to new knowledge.
- (d) Go much deeper and more extensive in the review of the relevant literature.
- (e) Be more thorough in data analysis and critical in data interpretation.

### **6.1.2 Supervision Commitment**

- (i) Supervisors must commit to regular meetings with their students, with a minimum of one formal meeting per month.
- (ii) A Supervisor shall provide appropriate advice and guidance as well as mentorship to the student as he/she progresses through his/her academic and research undertaking;
- (iii) Supervisors shall provide timely and constructive feedback on student's work, including research proposals, literature reviews, experimental designs, and manuscripts.

### **6.1.3 Research Guidance**

- (i) Supervisors must guide students in formulating a straightforward research question, developing a research plan, and selecting appropriate methodologies.
- (ii) Supervisors should ensure that students are aware of and adhere to safety protocols, ethical guidelines, and legal requirements related to research.

#### **6.1.4 Professional Development for Supervisors**

- (i) Supervisors should ensure and facilitate students' professional development, including presentation skills, manuscript preparation, and networking opportunities within the scientific community.
- (ii) Supervisors shall ensure quality supervision; the College/University shall organize and offer supervision orientation regularly to all postgraduate student supervisors focusing on the following areas, among others: -
  - (a) Feasibility, planning, execution, and progress of the student's program 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 program undertaking;
  - (d) Generic learning outcomes for master's and Ph.D. postgraduate programs;
  - (e) Effective monitoring and evaluation of research projects;
  - (f) Research ethics and intellectual property rights in research;
  - (g) Supervisor-supervisee relationship and bonding; and
  - (h) Conflict resolution at the workplace

#### **6.1.5 Progress Monitoring**

- (i) Supervisors for masters students must monitor and report on student's progress through regular assessments and progress reports to the Department quarterly or semesterly.

- (ii) Supervisors shall provide their supervision through the monitoring forms included in the PhD Handbook and Postgraduates Handbook and sign bi-annual report before 10th January and 10th July of each registration year.
- (iii) Supervisors through the departments/schools shall consult the DPS and arrange regular seminars at the department level to monitor the progress of and feedback from postgraduate students to ensure that students complete their studies within the registration period.

#### **6.1.6 Specific Responsibilities of Supervisors**

The supervisors' roles and responsibilities shall, in addition, include the following:

- (i) Support their students to choose and embark on appropriate research themes, as well as 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 continuously;
- (iv) Monitor, control, and evaluate student performance through a research plan, a planned schedule of meetings, and formal contracts/agreements, therefore avoiding wastage of time and resources, and ensure the student submits research progress report periodically;

- (v) Ensure that the student submits a dissertation/thesis of an acceptable standard for the intended degree program;
- (vi) A supervisor shall assess the level of plagiarism, based on guidelines specified in the University Anti-Plagiarism Policy, to ensure that the work (concept note/proposal/manuscript/dissertation/thesis, etc.) submitted by the supervised student has not breached plagiarism standards;
- (vii) The supervisor shall be the custodian of the work submitted by his/her student in respect of non-violation of other research ethical matters;
- (viii) The supervisor shall ensure that the student has given his/her thesis/dissertation an appropriate title when submitting it for examination.
- (ix) Although the writing of the thesis/dissertation is entirely the student's responsibility, the supervisor shall ensure that the student submits the thesis/dissertation of a standard acceptable for the degree it is intended for. To enhance the presentation of a satisfactory thesis/dissertation, the supervisor shall: -
  - (a) Be accessible, show interest and enthusiasm in the student's research work, and have a positive and friendly relationship with the student.
  - (b) Discuss the thesis/dissertation drafts with the student regularly and provide feedback within two weeks of receiving them.
  - (c) In the end, read the entire final draft of the thesis/dissertation and satisfy himself/herself that it is suitable for examination.
  - (d) Sign the certification page on the thesis/dissertation if satisfied that the thesis/dissertation is suitable for examination.

- (x) The supervisor may recommend potential examiners for the student's thesis/dissertation to the Head of Department.
- (xi) If examiners recommend revisions, the supervisor shall guide the student in revising the thesis/dissertation.
- (xii) The supervisor's role is to advise and guide the student but not to write the thesis/dissertation for them. The student is fully responsible for the work and its fate.
- (xiii) The supervisor shall guide the student in writing the manuscripts and during the publication process of the mandatory papers. He/she shall also guide the student in choosing appropriate regional or international journals for the publication of research work.
- (xiv) The supervisor for master's students shall encourage joint publications. In such publications, the student should be the first author unless he/she did not contribute significantly to the manuscript's writing. In such cases, the supervisor or any person who contributed significantly during the research and manuscript writing may become the first author.

## **6.2 The Responsibilities of Students**

Choosing the right supervisor is an essential task for students about to embark on research. Students shall be allowed to choose potential supervisors who have expertise in research in the field of specialization. The supervisor-student relationship is one of the most important determinants of the success of research. It is recommended that the students contact a supervisor before submitting any applications to join a postgraduate program.

### **6.2.1 Engagement**

- (i) Students must actively engage in their research projects and take ownership of their learning and development.
- (ii) Students shall prepare for meetings with their supervisor by setting agendas and providing updates on progress.

### **6.2.2 Research Conduct**

- (i) Students must conduct their research with integrity, following ethical guidelines and safety protocols.
- (ii) Students must manage their time effectively to meet project milestones and deadlines.

### **6.2.3 Professional Development**

Students should seek out and participate in opportunities for professional growth, including workshops, seminars, and conferences, and regularly consult with their supervisors about appropriate seminars for their research.

### **6.2.4 Communication**

Students must maintain open and regular communication with their supervisor, including reporting any issues or concerns that may arise.

### **6.2.5 Specific Responsibilities**

The responsibilities of postgraduate students shall, in addition, include the following: -

- (i) Be familiar with and comply with university regulations and policies affecting them, including the regulations for intellectual property and research ethics;
- (ii) Develop a broad base of knowledge in the respective scientific field;

- (iii) Ensure that no form of plagiarism, based on an acceptable level guided by a University Anti-Plagiarism Policy, so that the work (concept note/proposal/manuscript/dissertation/thesis, etc.) submitted by him/her does not breach plagiarism standards;
- (iv) Prepare and present relevant documents, including research Concept Notes, Proposals, and Manuscripts relevant to different research stages;
- (v) Attend formal meetings with the supervisors at the frequency recommended by the Department and the Directorate of Postgraduate Studies.
- (vi) Develop and agree on a plan of work with supervisors, set and adhere to timetables and deadlines, plan, and submit written work as and when required, and generally maintain satisfactory academic and research progress.
- (vii) Take the initiative in raising problems or difficulties with their supervisors to promote prompt intervention before they cause a detrimental impact on their academic and research progression;
- (viii) Prepare and submit periodic progress reports as the Department and Directorate of Postgraduate Studies recommend.
- (ix) Prepare, submit, and defend their dissertations/theses within the required period and by the regulations of the University and
- (x) Publish research results in reputable journals that are acceptable to the University.

### **6.3 The Responsibility of the Relevant Department**

- (i) The departments are responsible for assigning qualified supervisor(s) to postgraduate students, ensuring that supervisors are adequately trained in the discipline of the student's research work and that the supervisor and students(s) have discussed and agreed on the supervision arrangement before the assignment.
- (ii) The Department shall ensure the assigned supervisor(s) understand their responsibilities under this Policy.
- (iii) The Departments shall ensure the topic selected for the study is relevant and conforms to the University and Country research agenda.
- (iv) The Department shall ensure that the proposal developed by the students under the supervision of their supervisor is ready for processing and process for approval by the Senate through the School/Faculty to the Director of Postgraduate Studies.
- (v) The Department must also provide the necessary resources and support for both supervisors and students to facilitate a productive supervision relationship.

### **6.4 The Responsibility of the Relevant School/Faculty**

- (i) The School/Faculty, through its Faculty Board, is responsible for overseeing the quality of postgraduate programs by ensuring that the Supervision Policy is implemented effectively across all departments.
- (ii) The School/Faculty must ensure that supervisors are appropriately recognized and rewarded for their supervisory roles and that mechanisms are in place to resolve any supervision-related issues that may arise.
- (iii) The School/Faculty is responsible for ensuring the adequacy and qualifications of the supervisors

recommended by the Department and for ensuring that all provisions of this Policy and guidelines have been met.

- (iv) The School/Faculty, through its Board, is responsible for recommending appropriate supervisors and accepting proposals to the Directorate of Postgraduate Studies.

### **6.5 The Responsibility of the Directorate of Postgraduate Studies.**

The Directorate of Postgraduates is tasked with the overall administration and coordination of postgraduate supervision. This includes: -

- (i) The College Postgraduates Studies Committee/Senate Higher Degrees Committee (SHDC) recommends qualified supervisors for appointment to the CAC/Senate.
- (ii) Monitoring compliance with the Supervision Policy and ensuring that all units from the departments to Schools/Faculty comply with the postgraduate supervision Policy and Guidelines.
- (iii) Ensuring that students have access to the necessary support services.
- (iv) Ensuring students receive the cross-cutting research training that is not offered by the disciplines of their focus in the relevant departments.
- (v) Ensuring supervisors receive the necessary Supervising Training at least once every year.
- (vi) Ensure regular seminars are conducted within departments as organized by the Department and students' supervisors.

- (vii) Coordinating and chairing planned student progress presentations and seminars for the whole University, as promulgated in other postgraduate legislations/documents, and identifying supervision weaknesses or conflicts promptly for addressing through the relevant organs.

## **7.0 GUIDELINES FOR APPROVAL OF TERMINATION OF SUPERVISOR(S).**

The College/University shall consider and approve the termination of supervision under the following circumstances:

- (i) Upon official request from the supervisor, the supervisor may terminate his/her supervisory role whenever he/ she feels unable to continue with the student for compelling reasons.
- (ii) A student may request a change of supervisor in the event of transfer, sickness, harassment, the death of a supervisor, or any other relevant reason.
- (iii) The request for termination of supervision shall be submitted to the University authority through appropriate channels by the supervisor or student in writing with apparent reason(s) explaining why such a relationship should be terminated.

## **8.0 SUPERVISION PROCEDURES**

### **8.1 Supervisor-Student Agreement**

- (i) A formal agreement outlining the expectations and responsibilities of both parties should be signed at the outset of supervision. This ensures that the chemistry required for efficiency is built from the very beginning.

- (ii) Before registration of the student's MSc or PhD research work and the proposal is approved, the Head of the Department, the Dean of the relevant Faculty, and the Director of Postgraduate Studies shall ensure the formal agreement between the supervisor and the supervisee has been signed.

## **8.2 Progress Reviews**

Formal progress reviews should be conducted at least once per semester, with written reports submitted through the Head of Department, the Dean of the respective school/faculty to the

## **8.3 Handling of Conflicts Related to Supervision**

- (i) In the course of the student's research, a situation may develop where one or more of the following may happen:-
  - (a) There is a breakdown in communication between the student and the supervisor.
  - (b) Personal clashes and conflicts between the student and the supervisor.
  - (c) A hostile relationship between the student and the supervisor.
  - (d) The student refused to follow the supervisor's advice.
- (ii) When any of the above situations occur, the supervisor and the student should report the problem in writing to the Head of the relevant Department, with a copy to the Dean of the appropriate School/Institute and DPS. The Head should study the nature of the problem and recommend to the School/Institute and subsequently to DPS/SHDC one of the following actions:-

- (a) The student be warned, in writing, about his/her weaknesses (if it is established that he/she is the cause of the problem).
- (b) The student will be transferred to another supervisor (where possible and necessary).
- (c) The supervisor should be informed about his/her weaknesses (if it is established that he/she is the source of the problem).
- (d) Depending on the severity of the problem, the supervisor may continue to guide the student or follow alternative (b).
- (e) If no other person in the Department has the expertise to supervise the candidate, the dean/director should establish a small advisory panel to guide the student.
- (f) Any other reasonable action, including advising the student to withdraw from studies or discontinuation of the student if the root cause of the persisting problems emanates from the student.

#### **8.4 Change of Supervision**

- (i) Requests for change of supervision must be made in writing and will be considered by the department head on a case-by-case basis.
- (i) Upon confirmation by the Department that the supervisor needs to be replaced, the Departmental Postgraduates Committee shall make recommendations to the School/Faculty Board.

### **8.5 Completion and Examination**

The supervisor will guide the student through preparing their thesis or dissertation and the examination process, ensuring that all departmental and institutional requirements are met.

## **9.0 IMPLEMENTATION**

Implementing the Supervision Policy is coordinated by the Directorate of Postgraduate Studies (DPS) as an effort across all academic units of the College/University. The Policy is communicated to all stakeholders in postgraduate education at the college/university. The relevant Departments trigger the supervision implementation through the relevant schools/Faculty, and the Directorate of Postgraduates will ensure that supervisors and students are aware of the Policy and understand their roles and responsibilities.

## **10.0 MONITORING AND EVALUATION**

The Directorate of Postgraduates will regularly monitor and evaluate the effectiveness of the Supervision Policy. This will involve gathering feedback from students and supervisors, reviewing completion rates and times, and assessing the quality of research outputs. The findings from these evaluations will inform any necessary revisions to the Policy to enhance the supervision experience.

## **11.0 RELATED LEGISLATIONS**

The Supervision Policy for Postgraduate Students at KCMUCo is developed by national and international standards for higher education, including:

- (i) The Education and Training Policy of URT, 2014 (Edition of 2023)

- (ii) The Universities Act No. 7 (2005)
- (iii) The Universities (General) Regulations 2013,
- (iv) The TCU Guidelines and Standards and Guidelines for University Education in Tanzania, 3<sup>rd</sup> Edition of 2019.
- (v) Supplements to the Standards and Guidelines of 2023
- (vi) The College Prospectus of 2023/24
- (vii) PhD Handbook
- (viii) Postgraduate Handbook

## 12.0 REVIEW AND AMENDMENTS

This Policy will be reviewed every five (5) years and initiated by the Directorate of Postgraduate Studies in consultation with Faculty, student representatives, and Schools. Amendments will be made to reflect best practices in postgraduate research supervision.

## 13.0 APPROVAL AND COMMENCEMENT

This policy is approved by the TUMA SENATE this 21<sup>st</sup> Day of May 2024.

**Submitted by:**



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Prof. Ephata E. Kaaya

**PROVOST**

KCMUCo

Date: 21st May 2024

**Approved by:**



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Rev. Prof. Dr. Joseph W. Parsalaw

**CHAIRPERSON**

TUMA SENATE

Date: 21st May 2024

## APPENDICES

### Appendix 1: Records of Monthly Meetings with Supervisor(s)



### MONTHLY MASTER DISSERTATION PROGRESS REPORT

Name of Student.....

Registration Number.....

Title of Dissertation.....

Master Program.....

Name of supervisor.....

Date of the Meeting.....

**(i) Achievements since the last Report (date of last report.....)**

SN	Which targets were set?	Achievement*?
1.		
2.		
3.		
4.		
5.		

\*: if set targets were not achieved: explain why!

**(ii) Targets set for the next month# (what, who, when?)**

SN	What?	Who?	When ready?
1.			
2.			
3.			
4.			
5.			

#: the not achieved targets of the last month should appear again!

**(iii) Challenges encountered since the last report and solutions found**

**(iv) Miscellaneous issues**

**Signatures**

Candidate: \_\_\_\_\_

Supervisor(s): \_\_\_\_\_

## Appendix 2: BI-Annual Progress Report Form



Name of student: \_\_\_\_\_

Registration No: \_\_\_\_\_

Title of research project:

\_\_\_\_\_  
\_\_\_\_\_

Name of main supervisor:

---

Name(s) of co-supervisor(s):

\_\_\_\_\_  
\_\_\_\_\_

Year of study: 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>/\_\_\_\_\_ Reporting date:

\_\_\_\_\_

Ethical clearance obtained? YES / NO \_\_\_\_\_. If yes,  
mention the date.

obtained: \_\_\_\_\_. If no, state when you will renew:

\_\_\_\_\_

Courses attended/publications/teaching activities/presentations:

- a) Cumulative list of mandatory courses followed (from the start of the project)

(List them)

---

- b) Cumulative list of optional courses followed (from the start of the project)

(List them)

---

- c) Cumulative list of publications (from the start of the project)
- 

- d) Number of hours involved in teaching.
- 

- e) Presentation in the academic forum/seminar/conference act
- 

**Targets achieved since last report (date.....)**

Which targets were set?	Achieved*?

\*: if set targets were not achieved: explain why.

---

**Targets for the next 6 months# (what, who, when?)**

What?	Who?	When ready?

#: the not achieved targets of the last 6 months should appear again!

**Challenges encountered since the last report and solutions found.**

---

---

**Miscellaneous**

---

---

**Signatures:**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Appendix 3: Half-Time Evaluation and Control Template for the written report

PhD-candidate: Your name

Supervisors:

PhD-period: Start date - End date.

Title: Title of the PhD-thesis

Objectives

General objective

Specific objectives

A

B

C...

Projects / Publications

Paper I

Title

Authors

Abstract

Publication status: published (Journal, Date) / submitted (Journal, Date) / manuscript / planned.

Paper II

PhD training component

Completed courses: attach evidence (e.g. certificate/ training timetable)

Planned courses: date, title, organizer, credits.

Planned dissemination activities: conferences, popular scientific lectures, articles.

Ethical approval

If your project involves patients or patient material, please document approval of the research ethics approval (CREC).

Challenges

Which scientific challenges are you facing?

## Appendix 4: Half-Time Evaluation Form



### INSTRUCTION FORM FOR THE POSTGRADUATES COMMITTEE

Department:	Name of candidate:
Start date PhD:	End date PhD:
Main supervisor:	Co-supervisor(s):

PROGRESSION PUBLICATIONS		
Very <input type="checkbox"/>	Good	Comments and recommendations:
Satisfactory <input type="checkbox"/>		
Requires follow-up <input type="checkbox"/>		
SCIENTIFIC ACTIVITY - RESULTS		
Very <input type="checkbox"/>	Good	Comments and recommendations:
Satisfactory <input type="checkbox"/>		
Requires follow-up <input type="checkbox"/>		
PROGRESSION TRAINING COMPONENT (# of credits)		
Very <input type="checkbox"/>	Good	Comments and recommendations:

Satisfactory <input type="checkbox"/>	
Requires follow-up <input type="checkbox"/>	
<b>PLAN FOR COMPLETION</b>	
Very Good <input type="checkbox"/>	Comments and recommendations:
Satisfactory <input type="checkbox"/>	
Requires follow-up <input type="checkbox"/>	

Summary and evaluation of the candidate's progress:
---

Does the project have the necessary ethical improvements? (List any numbers)	
--	--

This midway evaluation is <b>approved for one (1) ECTS credit point</b> in the training component for the Ph.D. program at KCMUCo.		Yes
Date	Name, committee member	Signature
Date	Name, committee member	Signature

#### Appendix 4: Antiplagiarism Declaration During Registration

I, **Maziku Maduki**, commit myself that I shall not engage in any form of academic dishonesty; examination theft, plagiarism, fabrication of data, falsification, or any other known misconduct during the entire course of the PhD programme. I commit myself that at any instance when it shall be detected and proved that I have been involved in such acts, I shall be liable to penalty by the KCMUCo which may include discontinuation from studies.

_____	_____
Student Name	Signature
Date	

_____	_____
KCMUCo Legal Officer	Signature
Date	

_____	_____
DPS signature	Signature
Date	

## Appendix 5: Antiplagiarism Declaration During Submission of Thesis/Dissertation

I, **Maziku Maduki**, declare that I have not engaged in any form of academic dishonesty; examination theft, plagiarism, fabrication of data, falsification, or any other known misconduct during the entire course of the PhD programme. I commit myself that at any instance when it shall be detected and proved that I have been involved in such acts, I shall be liable to penalty by the KCMUCo which may include annulled of my degree.

_____	_____
Student Name	Signature
Date	

_____	_____
KCMUCo Legal Officer	Signature
Date	

_____	_____
DPS signature	Signature
Date	