KCMC UNIVERSITY

DIRECTORATE OF POSTGRADUATE STUDIES

REGULATIONS FOR POSTGRADUATE PROGRAMMES

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Contents

ACRONYMS AND ABBREVIATIONS

AB	Academic Board
QA	Quality Assurance
DRC	Directorate of Research and Consultancy
DoS	Dean of Students
DPS	Directorate of Postgraduate Studies
DVC-ARC	Deputy Vice Chancellor Academic, Research and Consultancy
DVC-PFA	Deputy Vice Chancellor Planning Finance and Administration
KCMC	Kilimanjaro Christian Medical Centre
KCRI	Kilimanjaro Clinical Research Institute
MD	Medical Doctor
MMed	Master of Medicine
MPH	Master of Public Health
MSc	Master of Science
PGC	Postgraduate Committee
SPSC	Senate Postgraduate Studies Committee
TCU	Tanzania Commission for Universities
UQF	University Qualifications Framework
KURERC	KCMC University Research Ethics Review Committee

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 programme or a course of study.

"Conditional/Provisional Admission" means admission is offered by the University especially for PhD students, before all admission requirements have been completed.

"Course" means an individual subject component, several of which contributes to the completion of the university academic programme.

"English Language Proficiency" means the ability of students to use the English language to communicate competently in spoken and written contexts while undertaking their programme of study at the university. 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.

"Programme" means sequence of courses at the University that prepare a student with the knowledge, skills and competencies necessary for success in the chosen career. A programme has several courses conducted over a certain period leading to an award of degree or qualification.

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

"Graduand" means someone at the University 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 of the University.

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

"University" means KCMC University.

"Supervisor" means an officially appointed individual to guide and oversee the scientific achievements of the Postgraduate student based on the program's objectives.

A supervisor must be an expert in the field of the study, especially the research subject.

"Defence Panel" means an academic body proposed by the department and approved by the School board and appointed by the Senate who assess the candidate during the viva voce session.

"Viva Voce means an oral examination forming part of the validated assessment for a dissertation. The viva voce is a tool used to authenticate the candidate's work.

PREFACE

It is with immense pleasure and a deep sense of commitment to academic excellence that we welcome you to the KCMC University postgraduate community. As you embark on this transformative journey towards your higher degree, you are stepping into a vibrant environment dedicated to advanced learning, cutting-edge research, and professional growth.

The purpose of this regulation document is to provide comprehensive information regarding academic policies, program structures, research guidelines, and administrative procedures to ensure a smooth and successful postgraduate journey. It outlines the expectations, responsibilities, and opportunities available to Master's students, fostering academic excellence and professional growth.

This regulations covers the following key areas:

1. An overview of the university's mission, vision, and core values.
2. Master's Degree Programs – Details of available programs, admission requirements, and duration of study.
3. PhD Program - Details of the program which includes admission, and duration of study.
4. Academic Regulations – Policies on registration, coursework, examinations, grading, and thesis submission.
5. Research Regulations and Guidelines – Procedures for proposal development, ethical clearance, supervision, and thesis defense.

All taught postgraduate programmes have been structured in competency-based curricula to align with current market and societal needs. We are confident that with dedication and the support available, this guideline will be a useful reference document for master's students, their supervisors, and the university community at large.

We encourage all students to familiarize themselves with the contents of this guideline to maximize their academic experience at KCMC University. The university is committed to supporting your intellectual and professional development, and we wish you success in your postgraduate studies.

We extend our best wishes for a productive and inspiring experience.

Sincerely,

Prof. Ephata Kaaya
Vice Chancellor

Acknowledgments

It is impossible to write such postgraduate regulations without the input of many people from inside and outside KCMC University. It is impossible to mention them all, but they should know how thankful we are.

We acknowledge the role and input of the University Postgraduate Committee for their critical information during the write-up of these regulations.

This Guideline can also be found on the University website (www.kcmcu.ac.tz)

Hopefully, these regulations will provide students and staff with all the information necessary to conduct Postgraduate training at KCMC University and KCMC hospital. Comments from students and staff are welcomed so that the next edition will be even better than the one in front of you.

1.0 INTRODUCTION

KCMC University is accredited by the Tanzania Commission for Universities to train students at various levels. Other than undergraduate programmes, the university has masters and doctoral programmes. The University strives in running high quality programmes, and therefore the directorate of postgraduate aligns itself with the vision of being a Christian centre of excellence in Training, Research and Services in Africa and beyond. We will create an enabling environment for innovative and quality teaching, research, and services that are responsive to both national and global needs. This document serves as a foundational framework for postgraduate training at KCMC University. These general regulations are guided by the Universities Act NO. 5 of 2005 and its Regulations of 2013, the University KCMC University Charter and Rules of 2010.

1.1 Purpose and Scope of the Regulations

This guideline provides the most important information regarding the regulations, policies, and procedures that guide and govern the postgraduate training at the KCMC University

The regulations and guidelines are intended to serve as a comprehensive guide for continuing and prospective postgraduate students. The guideline will also be useful for postgraduate studies coordinators and supervisors, academic staff, and administrative support staff in making decisions and supervising students.

2.0 MASTERS PROGRAMMES

2.1 Overview of the Master's Programs

This section outlines the structure and design of the master's programs offered at KCMC University. The university offers master's degrees by both coursework and dissertation, with program durations ranging from one to four years. Graduates are awarded either a Master of Medicine (MMed) or a Master of Science (MSc) degree.

The Master of Medicine (MMed) is a four-year program designed for qualified medical practitioners aiming for a specialist career in medical sciences and academic medicine. The Master of Science (MSc) and Master of Public Health (MPH) are also offered. These programs are structured with competency-based curricula to align with current market and societal needs.

A key component of all master's programs is the research dissertation, which is required for graduation. This involves an independent research project under the supervision of a faculty member and culminates in a thesis defense (viva voce). The university is committed to providing a supportive environment for students' intellectual and professional development throughout their studies.

The Programmes are listed according to the respective schools

2.1.1 School of Medicine
(i) Master of Science (MSc)
   (a) MSc in Medical Microbiology, Immunology with Molecular Biology

(ii) Master of Medicine (MMed)
   a) MMed in Anaesthesia and Critical Care
   b) MMed in Anatomical Pathology
   c) MMed in Dermato-Venereology
   d) MMed in Diagnostic Radiology and Medical Imaging
   e) MMed in Emergency Medicine
   f) MMed in General Surgery
   g) MMed in Internal Medicine
   h) MMed in Obstetrics and Gynaecology
   i) MMed in Ophthalmology
   j) MMed in Orthopaedics Surgery & Traumatology
   k) MMed in Otorhinolaryngology (ENT)
   l) MMed in Paediatrics and Child Health
   m) MMed in Urology

2.1.2 School of Public Health
(i) **Master of Science (MSc)**
   a) Master of Public Health (MPH)
   b) MSc in Clinical Research
   c) MSc in Epidemiology and Applied Biostatistics

d) MSc in Monitoring and Evaluation of Health Programme

2.1.3 School of Nursing
a) MSc in Midwifery

2.1.4 Facilities

Masters' students shall have access to a comprehensive medical library containing general and specialized texts and journals, with electronic retrieval of medical databases where possible. The library shall be available in the evenings and on weekends.

The master's student will have access to facilities for practical learning depending on their area of study. Those dealing with MMed programmes will have access to the KCMC hospital's facilities and patients. Other students will have access to the various KCMC University affiliated laboratories and practical field attachments.

2.1.5 Application and Admission Procedures

Postgraduate programme applications shall start in February of each year. Admission qualifications include:

(i) A relevant academic bachelor's degree (UQF level 8) or equivalent with GPA of 2.7 or B grade PLUS a Certificate of completion of internship.

(ii) A postgraduate diploma in relevant discipline/area or equivalent with minimum GPA of 3.0 or B grade and

(iii) A professional training qualification with additional relevant training, evidence of research capability and relevant working experience

KCMC University shall process provisional admission into the master programme of a candidate who applied in the final year of the bachelor's degree programme and has completed degree requirements for admission but is still waiting for the final results.

Applicants who possess foreign qualifications shall be considered for admission into relevant postgraduate programmes after obtaining approval by Tanzania Commission of Universities (TCU).

Application instructions can be obtained from KCMC University website (**kcmcu.ac.tz**). Applications with relevant attachments, as listed below, shall be addressed to the address above: - (a) A copy of financial receipt in respect of application fees paid. (b) Completed application forms with notarized copies of the original certificates and transcripts. (c) Completed medical examination forms. The academic year begins in the month of October each year (unless otherwise stated). This is preceded by the orientation week for first year students.

2.1.6 Credit Transfer

(i) Transfer into the program is allowed and should adhere to all the regulations outlined by TCU. Students from other accredited institutions under MMed Programmes are allowed to transfer their credits into our programmes provided that the total credit transferred is not more than 180. And must pass all core courses in their programme

and the transfer shall be approved by the Senate and later endorsed by TCU. The student must spend more than 50% of study time in the awarding institution

(ii) Transfer out of the program is allowed by following all the regulations outlined by TCU. Students undertaking this programme shall be allowed to transfer credits to other institutions of their choice, KCMC University will issue the student achievement/performance/progress report to enable students' transferability. As per TCU

2.1.6.1 The transfer shall be guided by the following regulations: -

(a) KCMC University shall accept credits transfer into its programmes through continuous assessment tests (CATs) from students registered in accredited universities and in programmes recognized by the commission or any other national, regional or international accrediting body recognized by the commission.

(b) Before accepting the transfer of student through the CATs, KCMC University shall make sure the modules courses completed at the other University's programme are equivalent or relevant to the modules and courses in the programme that the student intends to transfer into at KCMC University and approve such equivalency of modules and courses in the programme.

(c) Students shall be allowed to transfer credits to KCMC University only during the time they are doing biomedical sciences and shall not be allowed to transfer once they start the practical or clinical training in all programmes.

(d) a student who intends to transfer credits to KCMC University and to graduate at the University, shall need to earn at least 50% of the total credits in CORE course(s) of a particular programme.

(e) In any case accumulated credits shall not be transferred within a time exceeding five years from the date they were earned.

(f) Before a student is transferred to KCMC University he/she shall clear all supplementary examinations at the transferring University, but the University Senate may allow that the student transfer carry overs after assessing the comparability of the modules/courses and their coverage. Transferred students shall earn credits at KCMC University only from successfully completed subjects, modules, or courses in the programme.

(g) KCMC University shall include the number of credits and grades earned for a course in calculating Grade Point Average (GPA) and Cumulative Grade point average (CGPA) of the student transferred from another University.

(h) KCMC University shall not allow a student discontinued on academic grounds to transfer credits or Register as a new student in the failed programme at KCMC University. A student wishing to continue with university education in the same KCMC University programme shall wait for a lapse of two (2) years after discontinuation but shall not be allowed to transfer any credits earned prior to discontinuation. This regulation applies for both undergraduate and postgraduate programmes

(i) A student of KCMC University who was discontinued on academic or examination irregularities, shall not be allowed to transfer credits but one wishing to continue with

university education in a different programme or another institution in a different programme can do so if he/she registers in the next study cycle.

2.1.6.2 Transferring student shall observe the following: -

(i) A student wishing to transfer credits to KCMC University shall identify the programme she/he wants to transfer into, and any rules and expectations which KCMC University may have on transfer matters;

(ii) The transferring student shall understand and accept the terms and conditions regarding the programme;

(iii) The student shall initiate the process in accordance with students transfer regulations of the transferring university and those of KCMC University;

(iv) The student shall confirm his/her acceptance of the terms and conditions set out by KCMC University regarding Coarse assessment tests;

(v) The transferring student shall notify his/her sponsor about the transfer arrangements through the office of DVC-ARC at KCMC University.

(vi) In the transfer of students, KCMC University shall observe the following: -

    (i) KCMC University shall satisfy herself that the student seeking transfer has met the conditions for transfer;

    (ii) The University shall ensure that all transfer arrangements made by then releasing University are acceptable;

    (iii) The University shall counsel the student on compliance requirements for mismatch between its programme and that of the transferring University;

    (iv) The University shall promptly notify the Commission after completion of transfer arrangement and receiving the student as well as report to HESLB and other relevant authority that is a stakeholder of the transferred student;

    (v) Once the transfer arrangements are completed KCMC University shall submit the student's credit transfer request letter to the Commission;

    (vi) The University shall submit to the Commission all copies of academic certificates and provisional results/academic transcript from the releasing University;

    (vii) The University shall submit to the Commission the credits comparison matrix showing the courses and credits earned from the releasing University and the year of study against those of the receiving University and the student's details including full name, gender, 'O' and 'A' Level Index numbers, nationality, and nature of disability (where applicable);

    (viii) The University shall communicate the transfer to the Commission prior to registration to allow the Commission to evaluate the student's eligibility to the programme he/she wishes to transfer to in order to avoid any inconvenience;

    (ix) The University may issue waivers in some prerequisite courses upon assurance that courses taken by a student at the releasing University had significant similarities in contest or objectives and learning outcomes with all or some of the courses offered at KCMC University.

2.1.7 General Examination Regulations

(a) The University Examinations Regulations, Guidelines for Invigilators, Terms of Reference for external examiners and general conduct of examinations shall be enforced and sent to the relevant persons through the School board /Institute Committee.

(b) The final examinations are controlled by the office of the DVC-ARC, as the Principal University Examination officer and shall be scheduled during the last two weeks of each semester.

(c) Unless the University School Board in consultation with the Senate directs otherwise, all courses shall be examined within the year in which they are taken.

(d) A student shall not be allowed to sit for a University Examination in a course if he/she has missed 20% or more of the scheduled semester classes for a course and has not completed all courses or modules as per requirements of the course or programme.

(e) The DVC-ARC shall publish a list of candidates registered for examinations, at least, two (2) weeks before the beginning of the examinations and shall issue each eligible candidate with an examination number.

(f) The list prescribed in (vi) above shall be made available to Heads of Department at least two (2) weeks before the beginning of the examinations.

(g) Registration numbers (section vi) may be used instead of examination numbers if directed by the DVC-ARC.

(h) The DVC-ARC shall appoint invigilators for each examination, examination room or examination groups as the case may apply and appoint one of them to be the Senior Invigilator.

(i) Each Senior Invigilator shall ensure that they have registration lists for candidates registered for each paper in the room in which the examination is taken place.

(j) Final examinations account for 50% (or more than 50% in some practical/clinical courses or programmes) of the final course grade.

(k) After every CAT also called Formative Assessment (FA), the course teacher or Head of Department must give feedback to the students promptly following the feedback principles.

(l) Coursework grades will be presented to the student by the respective course coordinator, and the Head of Department, under the general guidance by the respective Dean before the end of semester examinations.

(m) A student who finds that the declared grades do not match with the scores on his/her assignment/test examination workbook, should report to the respective course coordinator and Head of Department within the allowed period specified by the coordinator. The course instructor under general supervision by the Head of Department shall then submit the student grades to the School Dean for recording any approved changes.

(n) Through the DVC-ARC, the Committee of Deans and Directors, shall bar any student from being admitted to any examination in any subject or course or module where there is evidence that the student has satisfactorily completed, by attendance or otherwise, the requirements of the subject or course.

(o) Where a student who has been barred from examination sits for a paper, his or her paper shall be null and void.

(p) Where the prospectus regulations and programme regulations collide, the prospectus shall prevail.

(q) It is the duty of both School and students to read and be conversant with General and specific Examination Regulations and Guidelines. Ignorance shall not be entertained.

2.1.8 Eligibility for examination

Students will be eligible to sit for an examination if they have fulfilled the following conditions:

(a) Students shall have attended at least 80% of the scheduled semester class periods for each course and have completed all course requirements.

(b) Students must not have missed more than ten (10) consecutive days of class.

(c) No candidate shall be allowed to sit for a paper for which he/she has not registered.

(d) To be eligible to sit for a University Examination, a student must have attempted the required number of CATs (Summative Assessments – SA) on the course being examined. For MMed this also means that the candidate should have a B or higher on the Biannual Professional assessment which includes the Logbook.

(e) Students who do not complete assigned work by the end of the semester shall not be allowed to sit for end of course examinations. Students in MMed programmes shall not be allowed to sit for examinations if the log book assessments are unsatisfactory.

(f) Students who have not completed payments of required Tuition and any other fees, shall not be allowed to sit for examinations.

(g) Under extenuating circumstances, the University Committee of Deans and Directors after consultation with the respective School Dean, may waive the attendance requirements, on Behalf of the Senate but report to Senate for endorsement.

2.1.9 Examination Irregularities

(a) Using unauthorized material (for example purses, electronic equipment such as cell phones and pagers) in the examination premises.

(b) Reading other candidate's answer scripts.

(c) Attempting to copy or referring to the unauthorized materials in the examination room.

(d) Communicating with other students, either verbally or through other means, during the examination without permission from the invigilator.

(e) Permitting another candidate to copy from someone's paper.

(f) Impersonation or endeavouring to obtain assistance from any other candidate directly or indirectly or endeavouring to give assistance to any other student

(g) Removing examination answer books/sheet from examination room.

(h) Starting to attempt the examination before being authorized to do so.

(i) Continuing the examination after being ordered to stop.

(j) Borrowing of materials such as calculators, rulers, correcting fluid and pens among students during examinations.

(k) Destroying or attempting to destroy evidence relating to any suspected irregularity.

(l) Failing to comply with any other examination rules, regulations, or directions given by an invigilator.

(m) Plagiarism and reproducing the works of another person or persons in course work assignments without acknowledgement and with intent to deceive.

(n) Absconding an Examination

2.2 Programme Specific Regulations

2.2.1 Master of Medicine (MMed) Programmes and their Regulations
2.2.1.1 MMed Programmes List
(a) MMed in Anaesthesia and Critical Care

(b) MMed in Anatomical Pathology

(b) MMed in Dermato-Venereology

(c) MMed in Diagnostic Radiology and Medical Imaging

(d) MMed in Emergency Medicine

(e) MMed in General Surgery

(f) MMed in Internal Medicine

(g) MMed in Obstetrics and Gynaecology

(h) MMed in Ophthalmology

(i) MMed in Orthopaedics Surgery & Traumatology

(j) MMed in Paediatrics and Child Health

(k) MMed in Otorhinolaryngology (ENT)

(l) MMed in Urology

2.2.1.2 MMed Programmes Admission Regulations
(a) All courses in the programmes are taught in English. Therefore, it is imperative that students are proficient in reading, writing, and speaking English.

(b) Holders of foreign certificates All applicants holding foreign qualifications must have their qualifications validated and equated by the respective regulatory bodies before submitting their applications for admission as follows: -

  (i) The National Examination Council of Tanzania in respect of Certificates of Secondary Education;

  (ii) The National Council for Technical Education in respect to NTA level 6 qualification, and;

  (iii) The Tanzania Commission for Universities for Degrees.

  (iv) An applicant shall have a relevant academic First degree (MD, MBBS, MBChB), UQF level 8 or equivalent with a minimum GPA of 2.7) or a B grade average. DDS candidates are not eligible for MMed degrees.

2.2.1.3 Duration of MMed study and Course Requirements:
The MMed training at KCMC University is a four (4)-years program. It is designed for qualified medical practitioners who are strongly motivated toward a specialist career in

Medical Sciences and Academic Medicine. Those who graduate in these programs will be expected to augment the national need for specialists in medical disciplines, which will improve the roles expected of Consultant Hospitals in teaching, service, and research.

2.2.1.4 Examinations and Regulations

Assessment for the Master of Medicine Programmes shall consist of course work, end of course written and practical examinations, and a dissertation including viva voce.

2.2.1.5 Assessment Methods and Schedule

(a)   There shall be a common Biomedical Sciences courses in Semester 1 and Basic Sciences courses specific for the specialty concerned, will be assessed at the end of semester or end of course. The course exam will consist of a one-hour paper of 100 marks, which has 1 Long Essay Question – LEQ (1 x 15 = 15 minutes and 1 x 30 = 30 marks), 2 Short Essay Questions – SEQ (2 x 10 min. = 20 minutes and 2 x 10 = 20 marks) and 25 Multiple Choice/true-false questions (25 minutes and 25 x 2 = 50 marks).

(b)   At the end of course or end of the semesters 2, 3, 4, 5, 6, 7, and 8 each eligible resident will be assessed by end of course exams (1, 2, 3, 4 and 6; see above schedule), consisting of the following three elements:

    (i)   A written 3-hour paper, consisting of 30 MCQs, 6 SEQ and 3 LEQ's (30%)

    (ii)   A clinical examination consisting of one long case and 3 short cases or/and OSCE stations. (30%)

    (iii)   Professional assessment (includes Logbook). Both qualitative and quantitative elements will be assessed using a format provided by the University (40%). see APPENDIX 1.

(c)   Residents will only be allowed to do the course assessments after passing the professional quarterly assessments (includes the logbook) and must pass each of the course assessment (written and clinical) components separately.

(d)   In addition to the courses above, the research course will be assessed in years 2 and 3 as three modules and each module should be passed separately.

(e)   At the end of semester 6 the dissertation will be assessed according to the system as outlined in the regulations for dissertation. All eligible residents will be required to present and defend the dissertation during a viva voce (Oral) examination.

2.2.1.6 Regulation for Assessment and Disposal of Masters Students

(a)   Students who fail 50% of the foundation courses and 50% of the biomedical sciences, shall be discontinued from studies.

(b)   For a candidate to be allowed to sit for the final course examination, he/she shall have attended at least 80% of the allocated class and 80% practical/clinical hours of the respective course.

(c)   If due to genuine reasons, the student could not sit for a scheduled examination, the student shall be allowed to sit for a special (individual) examination anytime during the year of study as planned by the department and DVC ARC.

(d)   Each course shall be examined after its completion through a written and/or practical examination or any other relevant assessment method which is aligned to the learning outcomes of the course.

(e) Where relevant, there shall be a Continuous Assessment Test CAT (Formative Assessment – FA), and the average score for CAT/FA for each course shall constitute 40% of the total end-of-course score.

(f) The final course assessment (examination) shall constitute 60% of the total end-of-course score.

(g) The pass mark for all the courses, graded individually, shall be 60% (B grade), and students must pass all courses.

(h) A student who fails less than one-third (33%) of the total coursework credits shall be allowed to supplement.

(i) If a student fails a course, he/she shall be allowed to sit for a supplementary examination any time before the end of the academic year. If a student fails a supplementary examination, he/she shall be allowed to repeat the course when next offered

(j) A student who fails several courses, equal to or more than one-third (33%) of the total coursework credits, shall not be allowed to supplement, he/she shall be allowed to repeat the course when next offered.

(k) A candidate who passes a supplementary examination shall be awarded a grade of "B" grade.

(l) The decision on supplementary examination, discontinuation, or repetition of a year shall be made by the Senate after recommendations by the School Board, anytime during the academic year.

(m) A student (course) repeating a course and failing more than one course; he/she shall be discontinued immediately.

(n) A repeating student who fails one course may be considered for a third supplementary examination and if she/he fails the third supplementary shall be discontinued from studies

(o) There shall be a Dissertation assessment, and it must be passed independently of the coursework (*see dissertation regulations).*

(p) Any MMed student committing professional misconduct shall be discontinued from studies.

(q) Apart from formal academic assessments, professional assessments based on logbooks and quarterly progress reports including professional behaviour shall also determine whether a student shall be allowed to proceed to the next year of the programme. A candidate who scores a "D" or less in Professionalism assessment, shall be required to repeat a year despite passing all courses

(r) No candidate shall be allowed to repeat any year of study on any grounds, without approval from the Senate.

(s) Assessments in some departments, like Departments of Radiology and Pathology may be different from those in other departments: e.g. film reading and slide reading as clinical cases.

(t) Residents shall before admission to semester 7 (of year 4) have submitted a dissertation. The dissertation will be assessed by external and internal examiners. The candidate has to appear for oral defence (viva voce) and the dissertation be

passed with grade C or above (C, B, B+ or A). For details of dissertation assessment: see section 2.3 of this book.

(u) A candidate who fails the end of course assessment at the end of year 4, shall be allowed to appear for a supplementary examination at a point in time as the School Academic Board may determine provided the candidate's period of MMed programme registration does not exceed 5 years.

2.2.1.7 Progression from Year to Year

(a) Candidates are required to have attained a GPA of at least 2.0 before proceeding to the next year of study.

(b) A candidate who scores a GPA of 2.0 or higher but fails in four (4) or less elements in courses, at the end of the semester shall be required to supplement in the failed courses.

(c) A student who scores a GPA less than 2.0 shall repeat the year

(d) The clinical components of each of course shall be passed separately.

(e) A student who fails 50% of the supplementary examinations shall repeat a year, and those failing 40% or less shall repeat the failed courses when next offered.

(f) A candidate may be allowed to sit for a second supplementary examination in failed course(s) if he/she has attained a GPA of 2.7 or above.

(g) A student who scores a GPA of 2.0 or higher, but fails 50% or more of courses in semester 1, shall be discontinued from studies.

(h) A student who fails all courses shall be discontinued from studies irrespective of the GPA.

(i) In case a student fails the supplementary course she/he will be required to repeat the failed courses when next offered.

2.2.1.8 MMed Examination grading

75 - 100%	A	Excellent
70 - 74%	B+	Very Good
60 - 69%	B	Good
50 - 59%	C	Fail (Weak)
40 - 49%	D	Fail
0 - 39%	E	Fail

Candidates with grades A to and including B qualify to obtain the degree.

Candidates with grades C to and including E constitute a FAIL and do not qualify for the degree.

All examination results shall be submitted to the School examination Board of KCMC University and to the Senate of KCMC University for approval.

2.2.1.9 Regulations for Discontinuation from Studies

Students will be discontinued from any programme as a result of the following:
(a) Failure to attend scheduled examination, unless by extenuating circumstance.
(b) Failure to pass scheduled examinations.

(c) Examination irregularities.

(d) Failure to pay student fees, deposits and charges.

(e) Disciplinary offence as described in the University "Student's By-Laws".

(f) Ill-health if recommended by a recognised medical practitioner and approved by the University

2.2.1.10 Regulations for Conferment of MMed Degree

To be awarded a master's degree of the respective MMed programme of KCMC University, the candidate must have completed and passed the course work, dissertation, and Final Examinations within the stipulated time

2.2.2 Master of Public Health (MPH) Programme and their Regulations
2.2.2.1 Programme Description

The Master of Public Health (MPH) is an intensive program designed to equip students with the skills needed for public health research and practice. It can be completed in **one year for full-time students** or **two years for part-time students**.

2.2.2.2 Programme Structure and Content
The programme consists of **17 courses** with a total of **180 credits**. The curriculum is structured to provide a strong foundation in both theoretical and practical skills.

(1) **Courses:** Most of the courses focus on foundational and advanced topics in public health. These include:
- (i)   Global Health
- (ii)   Epidemiology
- (iii) Biostatistics
- (iv)   Health Policy and Economics
- (v)   Leadership and Management
- (vi)   Research Methods and Ethics

(2) **Dissertation:** A single, comprehensive research project serves as the culminating academic work. It spans both semesters and accounts for a significant portion of the total credits (**65 credits**). The dissertation allows students to apply epidemiological and biostatistical methods to measure and analyze health and disease data.

2.2.2.3 MPH Programme Admission Regulations

(a) Local Applicants
MPH Programme requires that an applicant should have at least UQF Level 8 as follows:
- (i)   Medical Doctors, Dentists, Pharmacists, Environmental Health Scientists or graduate Nurses from this University or any other recognized University, OR;
- (ii)   Candidates from any other recognized University in health- or health-related fields such as sociology, anthropology, Biostatistics, Demography, Food sciences, Veterinary sciences, Epidemiology, Health information science and Law.
- (iii) A relevant academic bachelor's degree (UQF level 8) or equivalent with GPA of 2.7 or B grade.

(b) International Applicants
International applicants with foreign qualifications who meets entry requirements are required to apply directly to KCMC University through the University's application system. The applicant must provide a certified copy of the certificate, verified by the issuing authority recognized by education authorities in their home country or by international examining bodies. The university reserve the right to revoke any award and/or recall degree if it is discovered that the submitted certificates or qualifications were fraudulent.

(c) Application and Admission Procedures

Applications shall start in February of each year. Application instructions can be obtained from KCMC University website www.kcmcu.ac.tz: Completed applications and all necessary supporting documents shall be submitted to the admissions office before the announced deadline for which admission is being sought. Applications with relevant attachments, as listed below, shall be addressed to the address above: -

  (i)   A copy of financial receipt in respect of application fees paid.
  (ii)   Completed application forms with notarized copies of the original certificates and transcripts.
  (iii) Completed medical examination forms.

(d) Duration of study and Course Requirements
One Year Postgraduate Programme by Course Work and Dissertation

2.2.2.4 Dissertation Supervision Regulations
Students are required to submit a research proposal, which must be approved by the department, school, Directorate of Postgraduate Studies and Directorate of Research and obtain ethical clearance before he/she is allowed to proceed to data collection.

For supervision same as MMed above

2.2.2.5 Assessment Regulations
(a) There shall be two types of assessments:
       (i)   Continuous Assessment Tests
       (ii) Dissertation assessment**.**
(b) Continuous Assessment Tests (CATs) shall be at the end of each module.
(c) Each module shall be passed independently.
(d) To pass a module a candidate must attain a "B" grade or higher.
(e) A pass mark of 60% is required for each module.
(f) No student shall be allowed to sit for a modular examination if he/she did not attend more than 80% of the contact hours in that module.
(g) Students shall be allowed to supplement a failed module only once.
(h) A student shall supplement a module if she/he scored less than 60%.
(i) A student shall be allowed to do a maximum of three (3) supplementary examinations in failed modules in one course.
(j) A student shall be discontinued if she/he: -

       (i)   has failed repeated courses or dissertation examinations.
       (ii)   has failed more than three (3) modules in a course, irrespective of passing another supplementary.
(k) All course assessment work must be submitted by the specific dates or a penalty of 5% per day will be deducted from overdue work, or if the penalty period of five days is exceeded the candidate will be deemed to have failed that assignment.
(l) There will be a Dissertation assessment, and it must be passed independently of course work.

(m)   A postgraduate student committing a professional misconduct shall be discontinued from studies.

2.2.2.6 Discontinuation from Studies

(a)   If a student fails a module/course, he/she shall be allowed to sit for a supplementary examination any time before the end of the academic year.

(b)   A student who fails several courses, equal or more than one third (33%) of the total coursework credits shall be discontinued from studies.

2.2.2.7 Conferment of MPH Degree

There will be only one final exit in this programme. Candidates will exit at UQF 9 and will be awarded MPH degree, after passing all prescribed courses. The MPH will be conferred to candidates who meet all the KCMC University requirements in not more than 2 years after their admission to MPH programme

2.2.3 Master of Science (MSc) Programs and Regulations

2.2.3.1 Program Description

There are four Master of Science programmes in KCMC University. Namely, MSc. Clinical Research, MSc. Medical Immunology, Microbiology with Molecular Biology, MSc. Epidemiology with Applied Biostatistics and MSc Monitoring and Evaluation of Health Programmes.

The common thread among these Master of Science programs is in training professionals who can leverage advanced scientific and quantitative methods to address complex global health challenges. The emphasis is a core set of skills: rigorous research methodology, practical data analysis, and effective communication. Graduates are prepared to contribute to scientific advancement, secure competitive funding, and lead initiatives in their respective fields, all while upholding the highest ethical standards and engaging with communities to create meaningful public health impact

MSc. Clinical Research

MSc. Clinical Research is a program designed to train future leaders who can address complex health challenges. It provides students with a strong foundation in cutting-edge technologies and prepares them to design, implement, and report clinical research, with a focus on effectively communicating scientific findings to diverse audiences. The curriculum emphasizes the development of practical skills, including the ability to formulate competitive grant proposals as a Principal Investigator and to excel in multidisciplinary teams. The program also instills a commitment to continuous professional development and to engaging communities in a way that fosters trust and transparency, ensuring research has a meaningful and positive impact on public health.

MSc Medical Immonology, Microbiology with Molecular Biology

MSc in Medical Microbiology and Immunology program is designed for scientists and leaders who want to contribute to the healthcare and biomedical fields. It provides a comprehensive and practical education that prepares the graduates for significant roles in research, diagnostics, and management. This program focuses on building a strong foundation in medical microbiology, immunology, and molecular biology through independent and collaborative research. A key part of the curriculum is learning to develop and implement standard operating procedures (SOPs) for quality control and assurance in various lab settings, ensuring compliance with international standards. The program also equips students with the skills to secure competitive research funding by preparing grant proposals, and it supports their career progression, whether they choose to pursue a PhD or specialize in a professional career track. Beyond technical skills, the program emphasizes the importance of ethical standards and cultural sensitivity in research and professional practice.

MSc Epidemiology and Applied Biostatistics (MSc EAB)

The MSc in Epidemiology and Applied Biostatistics program is designed to create public health professionals who can apply quantitative methods to address real-world health challenges. Graduates will gain a comprehensive understanding of core epidemiological principles like study design, bias, and confounding, while also mastering advanced biostatistical techniques such as regression and survival analysis. The program emphasizes hands-on skills, training students to use statistical software to analyze data, interpret results, and effectively communicate their findings to both technical and non-technical audiences.

MSc Monitoring and Evaluation

The MSc in Medical and Environmental Health Physics (MSc MEHP) program is designed to equip graduates with the skills and knowledge necessary to deal with complex health challenges from both medical and environmental perspectives. This program provides an advanced understanding of epidemiology, biostatistics, and the environmental determinants of health and disease. Through a curriculum that emphasizes a blend of theoretical knowledge and practical application, students will learn to critically analyze and address health issues by mastering research methodologies, data analysis, and ethical practices.

In addition to foundational health science, the program places a strong emphasis on professional development. Students will gain practical experience in designing, implementing, and evaluating health programs and interventions using established monitoring and evaluation frameworks. Furthermore, the curriculum fosters the development of leadership, management, and entrepreneurial skills, preparing graduates for influential roles in professional and consultancy settings. By the end of the program, graduates will be adept at communicating health information and research findings to

diverse audiences and will be prepared to contribute original, scholarly work to the field, making a tangible impact on public health.

2.2.3.2 Structure and Content

The MSc programmes are full time, two year programmes consisting of coursework (lectures, practicals, tutorials and assignments) and a dissertation. The first year will be spent in foundational courses which are compulsory for all Masters students. Furthermore in the first year programme specific courses will be offered to prepare the student for the speciality content and a research proposal. The second year will be spent on supervised research that will result in a dissertation.

2.2.3.3 Admission Regulation

This Master program requires that an applicant should have at least UQF Level 8 and a minimum of a GPA of 2.7 on a five-point-scale for classified degrees or a minimum of B grade for unclassified degrees, or equivalent qualifications. The qualifications include: Bachelor's degree in Biological Sciences, such as Laboratory Sciences, Microbiology, Veterinary Medicine, Biology, Zoology, Biochemistry, Molecular Biology and Biotechnology, Biotechnology and Laboratory sciences, Medicine, Food Science, Dietetics/Nutrition, Dentistry.

Program-Specific Regulations

1. Admission into MSc in Epidemiology with Applied Biostatistics requires a Bachelor's degree (UQF Level 8) in Medicine, Biostatistics, Statistics, or Biological sciences with a minimum GPA of 2.7 or a "B" grade average.
2. Admission into MSc in Monitoring and Evaluation of Health Programmes requires a relevant bachelor's degree (UQF Level 8) with a minimum GPA of 2.7 or a B+ average for an unclassified degree. Work experience is an added advantage.

2.2.3.4 Dissertation Supervision Regulation

Students are required to submit a research proposal, which must be approved by the department, school, Directorate of Postgraduate Studies and Directorate of Research and obtain ethical clearance before he/she is allowed to proceed to data collection.

For supervision same as MMed above

2.2.3.5 Assessment Regulation

Examination Regulations and Grading
Unless otherwise stated, the KCMC University examination rules and regulations for Master Programmes shall apply.

a) Course assessment:

Each module will be examined after its completion through a written and / or practical examination. The written examinations shall constitute 60% of the total marks per paper; the remaining 40% will be derived from continuous assessment tests (CATs) which shall include practical assessments for specialised courses with practical components, oral presentations, seminars, tutorials, and individual and

b) Group assignments.

There shall be one CAT (test) after every 35 contact hours of learning (1 week), and the average score for CATs for each module will constitute 40% of the total modular score, the remaining 60% will be obtained from the end of module assessment test (MAT). The MATs will be done collectively as mid semester and end of semester examinations. Pass mark for all the courses, graded individually, shall be 60%. Students must pass all the course.

2.2.3.6 Disposal and Discontinuation

In order for a candidate to be allowed to sit for the final examination he/she must have attended at least 80% of the allocated class hours of the respective course.

In such circumstances a candidate fails to fulfil this requirement on reasons considered genuine by the course coordinator in consultation with the DPS, who will report to DVC-ARC.

(i)   A student who fails several courses totalling to 1/3 (one third) (26 credits) or more of the total coursework credits shall be discontinued from the programme.

(ii)   A student who fails several courses but totalling to less than 26 credits (one third) of the total coursework credits shall be allowed to supplement.

(iii)   No student shall be allowed to repeat courses totalling to 1/3 of the total coursework credits (26 credits). Such a student should repeat the whole year when there are sufficient reasons to do so such as sickness or other unforeseeable circumstances.

(iv)   If a student fails a course, he/she shall be allowed to sit for a supplementary examination any time before the end of the academic year. Such a decision as to when convenient for the supplementary examination shall be made between the student and module coordinator (if any), programme coordinator, Director of Postgraduate Studies and DVC-ARC. If a student fails a supplementary examination he/she shall be discontinued from the programme.

(v)   A student who fulfilled the minimum requirement of 80% class (contact) hours attendance but who for genuine reasons could not sit for a scheduled examination will be allowed to sit for a special (individual) examination anytime during the year of study.

(vi)   The decision on supplementary examination, discontinuation or repetition of a year shall be made by the statutory University Committees anytime during the academic year.

(vii)   If a student repeating a year fails more than one course he/she will be discontinued immediately.

(viii) Candidates shall be required to submit in partial fulfilment of the requirement for the Master degree, a research dissertation which will be assessed and has to be passed independently in accordance with the specific regulations approved by the Academic Board and KCMC University Senate. The dissertation will normally be carried out in the second year of study.

2.2.3.7 Conferment of MSc. Degree

There will be only one final exit in the MSc. programmes. Candidates will exit at UQF 9 and will be awarded the MSc. degree, after passing all prescribed courses. The MSc. degree will be conferred to candidates who meet all the KCMC University requirements in not more than 2 years after their admission to the MSc. programme

2.3   REGULATIONS   AND   GUIDELINES   FOR   MASTERS DISSERTATIONS.

2.3.1 General Regulations

(i)   Candidates shall be required to submit in partial fulfilment of the requirements for a master's degree a research dissertation in accordance with the specific regulations approved by the University Academic Board and KCMC University Senate.

(ii)   The Dissertation should be carried out during the first year of MPH, the 2nd year of MSc and the 3rd year of MMed Programs, such that assessment of the written document can be done by External and Internal Examiners early by July of the relevant academic year, and the Dissertation defended (viva voce assessment) by August during University Examinations.

(iii)   The candidate is responsible for carrying out the research and presenting the Dissertation.

(iv)   The candidate shall have access to up-to-date computing facilities and internet connectivity in the University, as well as advice from at least one supervisor and other staff members.

(v)   The University is not obliged to undertake secretarial or data processing tasks for the candidate.

(vi)   Data, acquired during dissertation research work, remains the intellectual property of KCMC University. Therefore, the raw data shall remain at the disposal of the involved Department.

2.3.2 Appointment of Postgraduate Students Supervisors.

(i)   The student shall identify a supervisor among the eligible academic members of staff in his/her department or in the field of specialization.

(ii)   The Head of the academic department shall guide the student to get the most appropriate supervisor, without imposing any supervisor on the student.

(iii) A master postgraduate student shall be supervised by a minimum of two supervisors, at UQF level 10 or equivalent.

(iv) The supervisor of a master's degree student shall have attained his/her PhD degree in at least the last one year.

(v) A supervisor whose academic qualification is at UQF level 10, but his/her academic rank is below an associate professor, shall be required to have attained his/her PhD/MMed/MDent in at least the last Four (4) years and shall previously have supervised master student(s) to completion and an outstanding achievement in scholarly work published in the relevant field peer reviewed journals, books, or scholarly papers.

(vi) A supervisor can only supervise a maximum of fifteen (15) masters' and five (5) PhD students at any given time.

2.3.3 Selection of the Dissertation Topic

(i) It is the responsibility of the Head of Department and Program coordinator to assist each student/resident to choose a suitable topic for research.

(ii) KCMC University has identified research priority areas aligned to the country health research priority areas, thus department and studs shall choose a topic which is part of or related to such a research priority area or ongoing research project within the involved Department and in which the supervisor is involved.

(iii) A choice of topic shall be made during the first semester for MPH, the second semester of the MSc and the third semester for MMed Programs.

(iv) The supervisors shall be responsible to check that the topic chosen is both scientifically and ethically sound.

(v) Since research is only research when the results are made available to the scientific community, a topic should be chosen which is publishable.

(vi) Together with identifying a research topic, the most likely journal in which the results will be published, must be identified.

2.3.4 Options for MMed Dissertations

MMed residents shall also be allowed to write a dissertation based on a series of cases, which are academically researched and reported, or based on a Cochrane review-like meta-analysis, provided the new options are scientifically equivalent to a formal research project. The dissertation options for MMed residents therefore are:

(i) Formal research project.

(ii) Series of a minimum ten (10) cases with different diagnoses, which were largely managed by the MMed resident.

(iii) Series of minimum five (5) cases with the same or similar diagnosis, which were largely managed by the MMed resident.

(iv) Cochrane review-like meta-analysis of a clinical entity, leading to a new or improved management protocol Requirements.

(v) Dissertations based on the options ((ii), (iii), and (iv)) shall contain an innovative aspect, i.e., shall add something new to the existing knowledge/and or practice.

This innovative aspect could for example be: -

(i) new clinical entity
(ii) new feature(s) of existing clinical entity.
(iii) new classification.
(iv) new idea about pathophysiology.
(v) new diagnostic modality.
(vi) new management modality.
(vii) improved management protocol in resource limited setting

For criteria options (ii), (iii), and (iv): -

(i) The topic shall be relevant and have an impact.
(ii) The innovative aspect shall be indicated in the title.
(iii) The study shall be composed of a selected series of cases or meta-analysis identified by the head of department/Program coordinator, where necessary in consultation with the DPS.
(iv) Approval of the topic shall be solely based on scientific and academic quality.
(v) The study shall reflect a thorough and critical analysis of the literature, of which an obligatory 50% shall be from the last 5 years.
(vi) In the methodology section the literature search strategy used, shall be clearly described:
   ● search terms/key words/MeSH words used
   ● databases used (e.g. PubMed, Medline, Cochrane Library, Embase)
   ● restrictions used (language, time, sort of articles)

(vii) In the results section (or elsewhere, when appropriate) it should be indicated how the initial number of references is reduced to the number actually used in the reference list (i.e. which selection criteria were used).

(viii) Description of clinical entity (ices) shall go - when appropriate - with subheadings like, epidemiology, classification, aetiology, pathology, pathophysiology, clinical features, diagnosis, management, and future perspectives - the proposal format remains as in these regulations.

(ix) The dissertation format remains as in these regulations

(x) Assessment and grading remains as in these regulations.

(xi) Submission of publishable manuscript is required together with the Dissertation

2.3.5 Supervision Regulations
(i) Each candidate shall be assigned a supervisor for his/her Dissertation. Identification of the supervisor should be made as early as possible. The supervisor should be chosen from within the candidate's department if possible and work closely with him/her.

(ii) Another supervisor, possibly from outside the department, may be assigned if this is appropriate. Apart from this, the candidate may get advice from other experts, but no major changes should be made without consulting the supervisor.

(iii) The Director of Postgraduate Studies (DPS) shall appoint the supervisor, proposed by the Head of Department, during the second semester for MPH, at the beginning of the third semester for the MSc and not later than the beginning of fifth semester for MMed Programs.

(iv) Supervisors should confirm their appointment in writing, upon appointment.

(v) The Departments shall process only sufficiently qualified supervisors (see above).

(vi) Any disagreements between the supervisor and candidate shall be dealt with within the Department. When unresolved it should be reported to the Director of Postgraduate Studies if unresolved at the department and School level.

(vii) Any academic staff who beforehand know that they will not be available during the writing of the proposal and/or the actual research period and/or the writing of the Dissertation and/or the Viva Voce defense cannot be appointed as supervisors.

(viii) A supervisor who has been appointed and who for reasons beyond his/her control cannot fulfil duties as a supervisor shall have to find in due time, in consultation with the students and Department a co-supervisor able to take over the supervision duties.

(ix) In case of a situation, as described in section (viii) above, the department shall have to process the name of a replacement through the Schools Postgraduate Committee/ Senate Postgraduate Studies Committee for Senate re-approval.

Duties of Supervisors:

(i) Guiding in identifying a researchable and publishable topic and guiding the writing of proposal

(ii) Guiding in identifying the most likely journals to which the to-be-written paper(s) will be submitted.

(iii) Approving and signing of the proposal (quality assurance for content, but also for the format, grammar/language, and referencing).

(iv) Guiding the presentation of the proposal and the Dissertation to the Department and the Academic Forum or Scientific KCRI meeting.

(v) Being present when the proposal and the Dissertation are presented to the Department and the Academic Forum or Scientific KCRI meeting

(vi) Conducting monthly recorded meetings with students to monitor progress

(vii) Guidance in the writing of the Dissertation.

(viii) Guidance in the writing of the to-be-submitted paper (s), including advising authorship.

(ix) Approving and signing of the Dissertation to be submitted to DPS and EE (quality assurance for content, but also for format, grammar/language and referencing).

(x) Being present during Viva Voce.

(xi) Approving and signing of error-free Dissertation to be submitted to DPS after Viva Voce (= quality assurance for content, but also for the format, grammar/language and referencing)

(xii) Supervising and guiding the Finalizing and publication of the papers.

(xiii) Although the supervisor will advise and encourage the candidate; it is the candidate's responsibility to undertake the work.

(xiv) The supervisor shall liaise regularly with the Head of the Department to collectively track progress and advise the students accordingly before things get off-hand.

2.3.7 Submission of the Dissertation Research Proposal

(i) The candidate shall submit two loosely bound copies of the research proposal, duly signed by him/herself and the appointed supervisor(s), to the Head of Department.

    (a) The head of department (HOD) will appoint a team of departmental reviewers (Ethics review) which will approve the work. At this point the team will score the proposal.

    (b) The HOD shall submit through the Schools Postgraduate Committee for approval by the KURERC and SPSC by the last week of March for MPH, before the 15th of July in the first year for MSc and before the 15th of July of semester 4 for MMed programs.

        i. Submission will be done using the KURERC link provided by the DPS Office

(ii) If needed, the Postgraduates Committee may appoint a reviewer again. After the proposal has been approved by the SPSC, the DPS as the secretary of the SPSC, shall send the proposal to the Research Ethics Committee, on behalf of the DPS Committee, which will give its comments within two (2) weeks of receipt of the request.

(iii) The research proposal should include the following (typing must be one-and-a-half spaced, on both sides of the paper, font size 12 and one letter type throughout the text): -

    (a) Cover page with among others title, name of candidate: see APPENDIX 4

    (b) Table of contents (from here roman pagination up to the abstract).

    (c) Acknowledgements.

    (d) Certification.

    (e) Abbreviations (alphabetical).

    (f) Structured abstract/summary of one page.

    (g) Introduction (from here onwards Arabic pagination).

    (h) Background/literature review (where relevant with subheadings like, epidemiology, aetiology, pathology/pathophysiology, diagnosis, management).

    (i) The problem statement, justification (rationale), research questions/hypotheses and broad objective and specific objectives.

    (j) Research methods (including literature review strategy).

    (k) Implementation plan.

    (l) Ethical considerations.

    (m) Dissemination of results.

    (n) Budget (including the budget for the dissemination of results).

    (o) References in the Vancouver or Harvard style.

(iv) References must be listed in a consistent way and about 50% must be from the last 5 years.

(v) From "introduction" to "budget," a proposal should not exceed 20 - 25 pages, while the number of references in a proposal should not exceed 50.

(vi) All proposals must be submitted by the specific dates announced. A penalty of 5% per day will be imposed from overdue work, or if the penalty period of five days is exceeded the candidate will be deemed to have failed that proposal.

2.3.8 Funding and Data Collection

(i) Research funds are payable to the student and can be negotiated with the student's sponsor.

(ii) Students and their supervisors are encouraged to apply for small grants well in advance to supplement the needed funds.

2.3.9 Content of the Dissertation

The content of the Dissertation shall be guided by the Department and the appointed Supervisor, but in any case, to include the following sections:

(i) Cover page with among others, the title, and name of the candidate (**See example – APPENDIX 4**)

(ii) Table of contents (from here roman pagination up to the abstract).

(iii) Certification.

(iv) Declaration and copyright.

(v) Acknowledgments.

(vi) Dedication (if any).

(vii) Abbreviations (alphabetical).

(viii) Structured abstract (obligatory subheadings are: introduction; objective; methods; results; discussion; conclusion) of a maximum of 250 words and without abbreviations.

(ix) Maximally 5 keywords.

(x) Introduction (from here onwards Arabic pagination).

(xi) Background/literature review (where relevant with subheadings like, epidemiology, aetiology, pathology/pathophysiology, diagnosis, management).

(xii) Problem statement, justification (rationale), research questions/hypotheses and broad objective and specific objectives.

(xiii) Research methods, including literature review strategy, description of the study material and/or population, in- and exclusion criteria, data collection tools, statistical methods.

(xiv) Results, including tables, illustrations, and figures, if any.

(xv) Discussion.

(xvi) Conclusions and recommendations derived from the study.

(xvii) References (Vancouver or Harvard style; references must be listed in a consistent way and about 50% must be from the last 5 years; since relevant publications are likely to have appeared between writing of the proposal and the writing of the

Dissertation, the reference list in the Dissertation will generally, differ from the one in the proposal).

(xviii) It is not necessarily that all research data collected by the candidate finds room in the Dissertation. A good dissertation is concise and relevant, rather than long. Part of the candidate's training is to be able to select what should go into the Dissertation and what should be left out.

(xix) In recognition of that important aspect of training, section xviii), at KCMC University a dissertation should generally not exceed 15,000 - 20,000 words excluding tables, figures and references.

2.3.10 Timing of Dissertation Write-up

(i) For MMed program dissertations the writing up shall start at the beginning of the second semester of the third year and be completed 6 - 8 weeks before the end of the second semester in the 3rd year so that the supervisor can give final comments by May of the 3rd year.

(ii) Dissertations should be in their final shape not later than the middle of June of the 3rd year for MMed Programs.

(iii) For MPH as shown above

(iv) For MSc as shown above in the specific program

2.3.11 Manuscript Preparation

(i) **Typing:** The Dissertation must be typewritten or printed on good quality A4 paper, using a word processor, and should be accompanied by a CD. Typing must be 1 ½-spaced, on both sides of the paper, font size of 12.

(ii) **Pagination:** Paginate the preliminaries (the portions preceding the introduction) in lower case roman numerals (i, ii, iii, iv, etc.), excluding the title page. For sequencing of preliminary pages see **APPENDIX 4**. Number pages of the body of the Dissertation in Arabic numerals (1, 2, 3, etc.) consecutively throughout. The page numbers should appear just below the centre of the upper margin.

(iii) **Margins:** The left-hand margin must be 4.0 cm from the left edge of the paper, the right-hand margin 2.5 cm from the right edge, the top margin 4.0 cm from the top of the page, and the bottom margin 2.5 cm from the bottom edge of the paper.

(iv) **Title page**: The title (front) page must be arranged as follows. Write the title of the Dissertation in CAPITAL letters, then the names of the candidate, followed by the words "A dissertation submitted in partial fulfillment of the requirements for the Degree of Master of Public Health/Master of Science (followed by name of the program)/Medicine (followed by name of specialty) of KCMC University". At the bottom mention KCMC University and the year when the Dissertation was accepted. **See APPENDIX 4.**

(v) **Table of Contents**: The table of contents is used instead of an index and should, therefore, be analytical and refer to specific pages. If there is to be a list of tables and/or figures, it should be on a page by itself and arranged in the same general format as the table of contents. Any table legends should be listed in the appropriate pages. Any list of illustrations should also be placed on a page by itself and arranged in the same general format as the table of contents.

(vi) **Supervisor's certification:** The second page, signed by the supervisor, shall contain a statement that he/she has read the Dissertation and found it to be in a form acceptable for examination. This should be done before the initial submission of the Dissertation and again before the final submission. **See APPENDIX 4.**

(vii) **Declaration by the candidate:** Every Dissertation submitted for a higher degree of KCMC University 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 and that it has not been submitted for a similar degree in any other university or copyrighted publication. **See APPENDIX 4.**

(viii) Statement of copyright: The Dissertation shall contain a statement of copyright by the author, which reads; *"This Dissertation is copyright material of KCMC University, KCMC University. It may not be reproduced or stored in any form or by any means of electronic, mechanical, photocopying, recording or otherwise, in full or in part, without the prior written permission of the Director of Postgraduate Studies on behalf of both the author and KCMC University.".* **See APPENDIX 4.**

(ix) **Acknowledgments:** In this section the candidate may acknowledge the people or institutions that rendered support or other help, which made the execution of the Dissertation possible.

(x) Dedication: A dedication (if any) may be added.

(xi) **Abbreviations** (in alphabetical order)

(xii) **Abstract:** The abstract should be structured (obligatory subheadings are: introduction; objective; methods; results; discussion; conclusion), concise but comprehensive, i.e. comprising the essential points of the Dissertation. It should be no more than 250 words and without abbreviations.

(xiii) **Key words:** Maximum of 5 keywords shall be added, to highlight what the Dissertation is about. These keywords will be used in the University dissertation database for easy retrieval by future Master's students and other researchers.

(xiv) **Body of the Dissertation:** The text should contain a comprehensive introduction and literature review, justification (rationale), a statement of the research question(s) which should include one or more hypotheses, broad and specific objectives, details of the methods (including literature review strategy) used specified for each specific objective, description of the material studied and/or the study population, in and exclusion criteria, statistical methods, results with a systematic presentation of the research data, discussion of the results, conclusions, and recommendations, including suggestions for further research and plans for implementation. Tables, figures (if any), and illustrations should be numbered in separate sequences. All of them presented should be cited by number in the text, and there should not be any tables, figures, or illustrations not cited in the text. Each table, figure, and illustration should have a full caption/legend, that is to say, one should be able to understand its content on its own. The content of tables should not be duplicated with figures having the same content, or vice versa.

(xv) **References:** All the literature (articles, books, reports, websites, abstracts etc.) cited in the text must be arranged in the reference list in a consistent manner, using Vancouver, which uses in text: (1), (2), (3), etc. or Harvard style, which uses in text:

"author and author (year) reported…." or "author, author & author (year)" or with 4 or more authors: "author et al (year)", as used in leading medical journals, for instance, the Lancet. When one author is referenced more than once in the Harvard-style reference list, it should be in chronological order. If it is more than once in the same year and it cannot be distinguished otherwise, it should be referenced as e.g., 2008a, 2008b. All references cited in the text (and no other) must be in the reference list. No references should be added to the references list that is not quoted in the text. All references should be easily retrievable. It is strongly advised to use a reference manager software program. When only an abstract/summary and not the full article of the referenced literature has been read, it should be stated by adding "(abstract)" at the end of the reference.

Examples of Vancouver-style references

1. Journal article

a. 6 Authors or less: Vega JK, Oina A, Krevsky B. Heart transplantation is associated with an increased risk for pancreatobiliary disease. Ann Intern Med 1996; 124:980-3.

b. More than 6 authors: Parkin DM, Clayton D, Black RJ, Masuyer E, Friedl HP, Ivanov E, et al. Etc as above.

c. Institute as author: The Cardiac Society of Australia and New Zealand. Etc as above.

d. No author: Cancer in South Africa [editorial]. S Afr Med J 1994; 84:15.

2. Book/monography

a. Book with e.g., 2 authors: Norman IJ, Redfern SJ. Mental health care for elderly people. New KCMC University: Churchill Livingstone; 1996.

b. book chapter: Phillips SJ, Whismant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, eds. Hypertension: pathophysiology, diagnosis, and management. 2nd Ed. New KCMC University: Raven Press;1995. p.465-78.

c. Institute as author: WHO. Mental disorders in primary care; a WHO education package. Geneva: WHO, 1988.

d. Dissertation/thesis: Kaplan JS. Post-hospital home health care. [Dissertation/ thesis]. St. Louis (MO): Washington Univ.; 1995.

3. Weblink

a. The Lancet. The Lancet series on global mental health in 2007. http://www.thelancet.com/online/focus/mental_health (accessed Aug 27, 2008)

b. Nash D, Katyal M, Brinkhof M. Long-term CD4 response to potent ART among ART-naïve patients in several low-income countries. 15th Conference on Retroviruses and Opportunistic Infections, Boston, USA, Feb 3-6 2008: abstract 126, http://www.retroconference.org/2008/abstracts/31581.htm (accessed June 9, 2008)

Examples of Harvard-style references

1. Journal article: all authors are mentioned

a. Vega, JK, Oina, A & Krevsky, B 1996, 'Heart transplantation is associated with an increased risk for pancreatic-biliary disease', Annals of Internal Medicine, vol.124, no. 4, pp. 980-983.

b. Institute as author: The Cardiac Society of Australia and New Zealand 2008, Etc as above.

c. No author: 'Cancer in South Africa [editorial]' 1994, South African Medical Journal, vol. 84, no. 6, p. 15.

2. Book/monography: all authors are mentioned

a. Book with e.g., 2 authors: Norman, IJ & Redfern, SJ 1996, Mental health care for elderly people, Churchill Livingstone, New KCMC University.

b. book chapter: Phillips, SJ & Whismant, JP 1995, 'Hypertension and stroke', in Laragh, JH & Brenner, BM (eds), Hypertension: pathophysiology, diagnosis, and management, 2nd Eds, Raven Press, New KCMC University.

c. Institute as author: WHO 1988, Mental disorders in primary care; a WHO education package, WHO, Geneva.

d. Dissertation/thesis: Kaplan, JS 1995, Post-hospital home health care, Ph.D. thesis, Washington University, St. Louis.

3. Weblink

a. The Lancet 2007, The Lancet series on global mental health, http://www.thelancet.com/online/focus/mental_health, accessed 27 August 2020

b. Nash, D, Katyal, M & Brinkhof, M 2008, Long-term CD4 response to potent ART among ART-naïve patients in several low-income countries, 15th Conference on Retroviruses and Opportunistic Infections, Boston, USA, 3-6 February 2008, abstract 126, http://www.retroconference.org/2008/abstracts/31581.htm, accessed 9 June 2020

2.3.12 Submission of Dissertation

(i)   The final version of the Dissertation, signed by the candidate and by the supervisor for agreement, shall be submitted by the candidate to the DPS through the Head of Department no later than the 1st of July for MPH, MSc, and MMed students.

    a.   Candidates who fail to submit the dissertation by the due date will be deemed to have failed to satisfy the examiners.

(ii) Publishable manuscripts must be submitted with the final version of the Dissertation.

(iii) One hard copy and an electronic copy via an online portal copy of the Dissertation shall be submitted. The soft copy shall be sent for assessment to the appointed External Examiner in the first week of July.

(iv) One hard copy shall be sent to the External Examiner or given on arrival at the University. The other hard copies shall be sent to the appointed internal examiners.

(v)   The Dissertation will be defended (viva voce assessment) in July/August during University Examinations.

(vi) Failure to do so will bar the candidate from joining the fourth year of the MMed program or for the MPH and MSc programs from graduating.

2.3.13 Assessment of Dissertation
2.3.13.1 Assessment of Dissertations
Dissertation assessment is a comprehensive, four-stage process that includes both quantitative and qualitative evaluations. This process acts as a continuous assessment, with each stage building on the previous one. The four stages with their contributions to the final mark are:

1. Proposal Development (20%)
2. Data Collection and Analysis (20%)
3. Writing the Dissertation (50%)
4. Defense of the Dissertation (Viva Voce) (10%)

The Supervisor and or assigned department academic staff should assess and give marks of the proposal and data collection. For a student to progress, each of these stages must be passed with a grade of "B" or higher. The final dissertation score is a cumulative aggregate of the scores from all four stages, with specific weightings for each phase contributing to the final letter grade. The As summarized in the assessment tool, See Appendix 6.

2.3.13.2 Assessment of the Written Dissertation
The written dissertation is evaluated by at least two senior School members: an Internal Examiner and an External Examiner. The examiners ensure the dissertation makes an original and significant contribution to the field, that the research methodology is sound, and that the conclusions are well-supported by the findings. They also check for clarity, logical flow, and linguistic quality.

Examiners must submit their detailed reports within one month. Based on their assessment, they can recommend one of five actions (SEE ALSO APPENDIX 6):

- Pass as is: The dissertation is accepted.
- Pass with minor revisions: The student must make minor changes within one month.
- Pass with major corrections: The student must make significant changes within six months.
- Re-submission: The dissertation is not accepted but can be resubmitted for re-examination within nine months.
- Rejected outright: The dissertation is rejected, and the student may be able to submit a new, different dissertation if their registration tenure permits.

Students who fail to meet these deadlines without a valid reason will be discontinued from their studies. If there's a disagreement between examiners on a resubmission, the Directorate of Postgraduate Studies (DPS) may appoint an additional examiner or convene an oral panel to make a final decision.

2.3.13.3 Dissertation Viva Voce Examination

All postgraduate students must undergo a viva voce examination after submitting their written dissertation. This one-hour oral defense is designed to confirm the dissertation's originality and the candidate's deep understanding of their research.

The viva voce panel includes a non-voting Chairperson, the External Examiner, and an Internal Examiner (who was not the supervisor). The student's supervisor attends as an observer only and does not award marks or ask questions.

2.3.13 Regulation of Dissertation Assessment
2.3.13.1 Regulations for MMed Dissertations

The regulations for MMed dissertations shall follow the General Dissertations regulations in the Prospectus, but in addition specific issues related to MMed Programmes shall be considered: -

a) Before admission into semester seven (7) of year four (4), every KCMC University resident shall have submitted a dissertation. The dissertation shall be assessed by external and internal examiners and given a score. The candidate shall appear for a viva voce and defend the dissertation orally and again be given a score.

b) The written dissertation assessment by internal and external examiners shall constitute 50% of the dissertation score. The viva voce panel's assessment shall constitute the remaining 10% of the dissertation mark.

c) After the viva voce, an average score shall then be computed to include that of the external and internal examiners, and the panel to get an average numerical score that shall be translated into a letter grade.

d) In computation of the dissertation score, where there is a conflict between external and internal examiners assessment, the external examiners assessment shall override. The passing grade for dissertation is a "B".

e) If the candidate fails dissertation with minor revisions, he/she shall be allowed to proceed to semester seven (7) of fourth (4) year, while correcting the errors, until it is errors free. The Resident shall be required to present the corrected dissertation during the end of year University dissertations defense. If the student fails the dissertation again, he/she shall not pass the programme and shall be required to revise the dissertation and award of the Degree shall be subject to submitting an error free dissertation and approved by the Senate before the date of graduation. If she/he demonstrates poor progress she/he shall repeat a year, provided she/he has not exhausted the maximum tenure of ten (10) semesters of Registration.

f) A resident who fails dissertation with major errors, requiring going back to collect additional data, or start a new research topic, shall not be allowed to proceed to semester seven (7) of year four (4). Such a student shall repeat a year and be assigned a new

supervisor. Should the resident fail to progress and maintain poor progress; despite changing the supervisor, she/he shall be discontinued from studies.

2.3.13.2 Regulations for MPH and MSc Dissertations

All dissertations shall be assessed first based on the written document, followed by viva voce assessment (oral defense). The regulations for MPH and MSc dissertations shall follow the General Dissertations regulations as per the Prospectus, but in addition specific issues shall be considered: -

a) Examiners of the dissertations: -

  (i)   There shall be one External Examiner from outside the University College who is a Senior Lecturer and above and an expert in the field of the research topic.
  (ii)   In the absence of an external examiner, there shall be four (4) internal examiners and one of them (not the supervisor) shall have been appointed by the Senate as the Moderator, independently from the other internal examiners.
  (iii)   The supervisor of the dissertation and two (2) to three (3) qualified senior academic staff members of KCMC University conversant with the subject of the dissertation shall be in the examination panel.
  (iv)   The supervisor(s) shall not be part of the examiners and shall not ask questions or give any marks for the written nor the oral defense of the dissertation(s). His/her role shall be that of an observer only.

b) Assessment of the dissertations:

  (i)   The dissertation(s) must be accepted and approved by the supervisor(s).
  (ii)   The dissertation(s) shall be made available to the appointed External Examiners at least three (3) months before the dissertation(s) defense date.
  (iii)   The External Examiner shall be required to submit a written report to the DVC ARC within a period of three (3) weeks from the date of receiving the dissertation(s).
  (iv)   The appointed internal examiners shall at the same time receive the written dissertation(s) to prepare themselves for the viva voce.
  e)   Viva voce assessment (oral defense): -

All candidates shall appear for a viva voce examination (oral defense)

  f)   Final grade: -

The four stages with their contributions to the final grade are:

  (i) Proposal Development (20%)
  (ii) Data Collection and Analysis (20%)
  (iii)Writing the Dissertation (50%)
  (iv)Defense of the Dissertation (Viva Voce) (10%)

However, definite recommendations from the written dissertation will stand on their own for the purpose of deciding progress of the candidate. (SEE ALSO APPENDIX 6)

3.0 PHD PROGRAMME REGULATIONS

3.1 General introduction

The PhD Programme at KCMC University is a gateway to becoming an independent, innovative researcher. Our program is built on the foundation of the university's core mission to be a "Christian Centre of Excellence in Training, Research, and Services." A doctoral candidate, will be at the forefront of this mission, contributing to high-impact research that addresses pressing national and global health needs.

KCMC University's robust academic ecosystem, which includes undergraduate, diploma, and numerous master's programs, creates a vibrant environment for interdisciplinary collaboration. Your doctoral journey is supported by a strong governance system, ensuring that your training and research meet the highest academic standards. The Directorate of Research and Consultancy oversee all research activities, providing a clear and supportive framework for your work.

Your research will be powered by our physical and research infrastructure. We have significantly enhanced our capacity to support a wide range of studies, from basic and preclinical to biomedical, clinical, and molecular-based research. The presence of the Kilimanjaro Clinical Research Institute (KCRI) and other facilities provides you with unique opportunities for conducting clinical trials and translational research. With a dedicated ethical review board and statistics unit, we provide the necessary resources to ensure the quality and integrity of your research output.

3.4 Entry qualifications and application process

3.4.1 Mode of application and Application procedure

Candidates apply by filling in special application forms available from the KCMC University admission office or in the KCMC University website (www.kcmcu.ac.tz). The application package shall include a preliminary PhD research proposal (Concept note) with proposed supervisors and a minimum of 15 pages in total. This submission, which can be done at any time during the year, has to be endorsed officially (*in writing*) by the prospective/provisional supervisor(s).

3.4.2 Eligibility for admission

(i) A candidate for admission to a PhD degree programme at KCMC University shall hold a relevant Master degree (after has attained the first degree), either MMed, MSc, MPH of KCMC University or a relevant Master degree of equivalent standing from another approved University, with GPA of 3.0 or a "B" grade average..

(ii) The University shall process provisional admission into a PhD degree programme of a candidate waiting for final results of his/her master's degree and has completed the degree requirements but is waiting for the results.

(iii) The student must ensure sufficient financing for fees, living costs and the research project.

3.5 Registration and registration procedures

Candidates shall be registered for a PhD degree programme after meeting the minimum entry qualifications mentioned under section 2.2 above.

(i) In the first phase of registration, the applicant must complete a registration form and pay the necessary fees. In addition to paying the fees and meeting the minimum entry requirements, the PhD candidate must submit a preliminary research proposal/concept note to the KCMC University through the relevant Institute or Department. The concept note shall be 10 pages excluding preliminary and references/annexes. In addition to submission of a concept note, the applicant shall be required to make an oral presentation which will be examined by at least 3 experts for suitability for a PhD project. The modalities for the oral presentation shall be arranged by the supervisors, head of departments, PhD coordinator and DPS office within a maximum of 30 days from concept/note submission. **No student shall be registered prior to payment of University fees or without a commitment letter from a financial sponsor.**

(ii) Each registered PhD candidate shall propose three supervisors which will be discussed with the relevant department before the Department forwards the proposed supervisors to the School, DPS committee, SPSC, CDD and finally Senate for appointment.

(iii) Provisional registration shall last for a maximum of six months within which the candidate shall be required to submit a full PhD research proposal through the relevant Institute or Department endorsed by supervisor/s. Failure to submit a full proposal within this period shall mean termination of the registration unless there are compelling reasons.

(iv) The PhD candidate shall orally present the final PhD proposal at the Departmental academic forum before submission for ethical approval. Three senior experts shall score the proposal and recommend if the candidate should receive full registration or not. The final PhD research proposal shall be signed and endorsed by all supervisors before submission to the KCMC University Research and Ethic Review Committee for ethical review and approval (appendix 9).

(v) Full registration commences after ethical approval and shall last **36** months thereafter, excluding the initial 12 months of provisional registration. Total registration time shall not exceed **36** months (three years) plus 12 months (provisional registration period), in total **48** months.

(vi) The registration status shall be reviewed in subsequent years as may be seen appropriate through submission of progress reports every six months and scored oral presentations of results for each objective. Failure to complete the PhD within this period without a reasonable explanation shall mean discontinuation from studies.

(vii) A student who is unable to complete the thesis within the given time limit and has genuine reasons for such failure shall apply for an extension of the period of doctoral training. The application shall contain a realistic plan for completion of the thesis and endorsed by the supervisor(s). The PhD registration shall be terminated if the student does not apply for an extension or the application is not approved. Except under **very special circumstances,** no student shall be allowed to extend studies beyond five

years (60 months). The application for extension has to be done at least three months before the expected deadline.

(viii)   The student shall take courses on recommendation by supervisors as seen appropriate for research work. The type and number of courses shall depend on the needs of the individual student and the research topic. It is obligatory to submit a detailed plan of the courses which shall be followed during year 1, 2 and 3 (**Appendix 8**).

(ix)   A student who absconds from studies or absents him/herself from classes or station for more than 4 weeks without prior permission and without supervisor/s/head of institute's approval, shall be discontinued from studies.

(x)   Under very special circumstances, a student who has just embarked on data collection may be allowed to freeze studies only once in the registration period for a maximum duration of 12 months. Before such permission is granted, the student shall request for the permission from the Vice chancellor, through the DPS endorsed by supervisors, head of institute/departments to which the candidate is attached, providing genuine reasons that necessitate freezing of studies. The frozen year shall not be counted as part of the registration period.

(xi)   No student shall be allowed to freeze studies during the first or final PhD registration year.

(xii)   **Study leave, sickness absence and interruption of studies:** PhD candidates' progress in their doctoral training shall be monitored, and any kind of sickness absence or study leave, maternity or any other social reasons shall be reported to the Vice chancellor, through the DPS in writing. To be entitled to absence from studies, documented justification by supervisors shall be submitted to the DPS. For the periods of sickness absence or other reasons stated above, PhD candidates are entitled to an extension of the funding period if they hold a university fellowship. PhD candidates with funding other than university fellowships must check the rights and duties related to their funding scheme with their funding source. All PhD candidates, regardless of funding source, are entitled to an extension of the study period due to documented sickness absence.

(xiii)   **Incomplete PhD programme at the end of registration tenure:** PhD candidates who are unable to complete their dissertations/thesis within the prescribed time limit must apply for an extension of the period of doctoral training. The application must contain a realistic plan for completion of the thesis. The PhD contract will be terminated if the PhD candidate does not apply or the application is not granted at the very latest one year after the funding period has expired. The department will seek to find a proper solution for the PhD candidate in these cases.

3.6 Administration of doctoral training at KCMC University.

3.6.1   Types, and Structure of PhD Programmes

Doctoral education at KCMC University is designed to address professional, educational and general needs for informed human resource needs of national, regional and global health challenges. 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".

A doctoral programme at KCMC University involves the preparation of a thesis based on three publications in peer reviewed journals. Recognition is also given to variations of doctoral education where coursework studies are mandatory. Hitherto, doctoral education guidelines at KCMC University requires candidates to take some taught courses as a remedy for perceived deficiencies in the candidate's qualifications for a discipline desired for pursuance by the candidate. Such courses have also been prescribed to equip the PhD candidate with additional understanding and skills of the intended discipline of study. The role and contribution of formal coursework in the doctoral study programme notwithstanding, no such courses shall diminish the requirements related to the production of a PhD thesis.

Each PhD candidate shall have supervisor(s) proposed by the Department and appointed by the Senate through the KCMC University DPS Committee, SPSC and CDD

3.6.2 Progress reports

3.6.2.1 The bi-annual progress report, signed by the supervisor(s), shall be sent to the Director of Postgraduate Studies (DPS) by the student (format: see **Appendix 10**).

3.6.2.2   In addition to the written progress reports, the PhD candidate at KCMC University shall, as a requirement, present at least four (4) examinable seminars in a planned academic forum. These seminars shall be based on the proposal (first seminar) and the three/four objectives. A group of three (3) senior researchers shall be appointed by the DPS as discussants and examiners for the seminars.

3.6.2.3 In order to ensure that the training is completed as far as possible within the prescribed timeframe, both the supervisor (s) and the PhD candidate are obliged to actively follow up issues that can potentially lead to a delay or non-completion of the PhD studies. Deficient or unsatisfactory progress reporting may lead to compulsory termination of your PhD studies before the end of the contractual period.

3.6.2.4 The seminars shall be submitted at least three (3) weeks before the presentation date.

3.6.2.5 No PhD candidate shall be allowed to submit a thesis before they present the prescribed seminars.

3.7   Courses and credits

3.7.1   The PhD programme at KCMC University shall have a total minimum of 540 credits.

3.7.3   Students shall make available the results of assessment of all course assignments/examinations. Most of the training components shall be completed during the first, second or third year of the PhD programmes.

3.7.4   Due to the importance of the courses, it is **recommended** for students to submit during registration, a detailed plan of the courses which will be followed during year 1, 2 and 3.

3.7.5   Recommended courses: -

The following is a list of some important courses for PhD candidates which they can opt to train after consultation with the supervisors. These courses can be attended virtually or in person:

(i)   Advanced research methods
(ii)   Advanced statistical analysis
(iii)   Epidemiology
(iv)   Research ethics/GCLP/GCP
(v)   Systematic literature review and scientific writing
(vi)   Introduction to global health
(vii)   Teaching methodology

3.7.6 PhD Credit Accumulation System

(i)   Preamble

This section outlines a framework for a credit accumulation system for a Doctor of Philosophy (PhD) degree programme by research and thesis at KCMC University. The system is designed to provide a formal structure for the doctoral journey, ensuring that students acquire a comprehensive set of research skills and professional competencies beyond the final thesis. This framework is subject to the specific credit totals and accreditation requirements set forth by the accrediting Commission.

(ii)   Core Principles

The accumulation system is built on the following principles:

a. **Structured Progression:** It provides a clear, stage-by-stage path for students to follow throughout their candidature.
b. **Holistic Development:** It acknowledges and credits not only the research itself but also the academic and professional activities that contribute to a well-rounded scholar.
c. **Quality Assurance:** It provides a mechanism for regular progress tracking and ensures that all key milestones are formally recognized and reviewed.

(iii)   Credit Breakdown and Allocation

A total of **540** credits will be required for the completion of the PhD degree. These credits will be accumulated through three main categories of activities:

Category	Description	Example Credit Allocation

I. Foundational Coursework	Tailored Courses to develop advanced research skills, methodological expertise, and ethical understanding.	20% of total credits
II. Thesis Research	Credits awarded for the core research activities leading to the final thesis.	60% of total credits
III. Scholarly Activities	Credits for non-thesis academic and professional development activities.	20% of total credits

(iv)   Earning Credits

I. Foundational Coursework

Credits are earned by successfully completing advanced courses. These must be approved by the student's supervisor and the departmental committee.

Examples of coursework:

● Advanced Quantitative or Qualitative Research Methods
● Research Ethics and Integrity
● Specialized Seminars in the field of study
● Grant Writing and Scientific Communication

II. Thesis Research

This is the central component of the PhD and accounts for the majority of the credits. Credits are awarded upon the successful completion of key research milestones.

Examples of thesis research milestones and credit triggers:

● **Literature Review Completion:** [X] credits
● **Formal Thesis Proposal Defense:** [Y] credits
● **Successful Data Collection and Analysis:** [Z] credits
● **Annual Progress Reports (Successful Completion):** [A] credits per year
● **Thesis Submission:** [B] credits

III. Scholarly Activities

These activities are designed to broaden the student's professional profile and connect them with the wider academic community.

Examples of scholarly activities and credit triggers:

● Conference Presentations

- Peer-Reviewed Publications
- Teaching and Mentoring
- Professional Development Workshops.

(v) Tracking and Evaluation

The accumulation of credits will be managed through a formal process to ensure accountability:

1. **Annual Review:** The student and their supervisor will meet annually to review progress against a pre-agreed-upon credit accumulation plan.
2. **Formal Records:** The student's academic progress record will be updated by the graduate office upon the successful completion of each credited activity.
3. **Final Submission:** All accumulated credits must be formally verified and approved by the Supervisors and validated by DPS/Deputy DPS before the final thesis can be submitted for examination.

3.8 Affiliation to research groups

To provide a favourable research milieu, students may be attached to a research group/team, which guarantees a successful PhD trajectory. In this case, the research group/team shall be represented by potential supervisors/(co-)supervisors who shall participate actively in outlining the research project and the plan for completion of the organised training, such as courses.

3.9 PhD logbook

3.9.1 All students shall use their PhD logbooks to record all the training activities such as courses attended, meetings, communication with the supervisor(s), seminars, conferences, presentations, teaching, supervision, lab work etc (**refer to PhD logbook document**).

3.9.2 The logbook shall be used to assess student's progress and performance, and regularly the supervisor and student shall go through the logbook and identify and correct areas of poor performance.

3.10 Content of the PhD Research Proposal

Details of the contents of the PhD proposal are presented in **Appendix 9** of this guideline. However, the following are important general attributes that must be considered when preparing the PhD proposal.

(i)   Documentation of good knowledge of the research area in question, both nationally and internationally.

(ii) Project hypotheses/research questions and/or objectives must be clearly presented.

(iii) Description of how the project entails an expansion of current knowledge must be included, and/or whether the acquired knowledge will form the basis for further research in the field.

(iv) A well-founded statement describing how the theories and methods applied in the project are well suited for testing the project's hypothesis or setting out good possibilities of developing the necessary method and theory through the research project.

(v) A description of the methods of data processing and analysis.

(vi) A detailed presentation of ethical issues relating to the research project.

(vii) Feasibility of completion of the project within the given timeframe and financial framework.

3.11 Teaching activities

(i) PhD students are required to teach in undergraduate and Master programmes when convenient without jeopardising their PhD programme.

(ii) The teaching responsibilities shall be communicated to the DPS through the PhD main supervisor, and the Departmental faculty shall be required to monitor and guide the teaching under the direction of the Head of the relevant Department.

(iii) The teaching activities shall be part of the credits earned. The credits earned shall be documented in the KCMC University credit accumulation system (3.7.6). APPENDIX

3.12 Responsibilities of the Student and Supervisors/co-supervisors

3.12.1 Responsibilities of the Student

The PhD student at KCMC University shall:

(i) Be conversant and observe all KCMC University regulations, guidelines, by-laws and morals pertaining to PhD training at KCMC University

(ii) Carry out the research effectively and honestly, to the expected high standard and within the prescribed period of study

(iii) Attend PhD events at the KCMC University, directorate and department and the courses agreed with the supervisors.

(iv) Agree and strictly abide by a timetable, on regular documented contact meetings with the supervisor at least quarterly, and before submission of manuscripts. During such meetings the candidate shall record the discussion and send a copy to the supervisor

(v) Submit dissertation manuscripts by agreed deadlines to allow sufficient time for comments and discussion. Drafts or parts of the dissertation/thesis shall be submitted at regular intervals to the supervisor.

(vi) Present the work or findings at seminars, and conferences from time to time, particularly when directed by the supervisors

(vii) Comply with the ethical standards for research that apply to the academic field in question, including yearly renewal of ethical clearance.

(viii)   Write and submit monthly, quarterly and specifically bi-annual progress reports in **January** and **July** to the DPS, signed and approved by the main supervisor and co-supervisors. Deficient or unsatisfactory progress reporting may lead to a written warning by the DPS and if it persists disciplinary actions may be taken against the PhD candidate through appropriate KCMC University authorities.

(ix)   Responsibly keep track of all documentation of the courses, seminars and activities completed as part of the training component

(x)   Inform the supervisors about all matters that may have a bearing on the smooth running of the research and supervision. The student shall feel free to bring any problems, including problems of a social or medical nature, to the attention of the supervisors, Head of Department and DPS/Dean of Students as may be appropriate

(xi)   Follow the procedures for study leave or interruption of doctoral training. In case of absence due to sickness or other types of approved study leave, the candidate shall inform the DPS through the supervisors.

3.12.2 The Supervisors Responsibilities

The supervisor is the KCMC University's agent in ensuring that the PhD candidate is assisted in developing a concept, proposal and conduct of the study and officially endorses the candidate's preliminary PhD proposal for submission. In fulfilling his/her functions the supervisor(s) shall: -

(i)   Provide adequate advice, guidance and encouragement on the thesis research project to the student.

(ii)   Ensure that the student is making satisfactory progress. Research undertaken by the student is critically reviewed and monitored on a regular and continuous basis.

(iii)   To achieve the above the supervisor shall:-

(a) Request periodic progress reports from the student which shall be in the form of draft manuscripts. The supervisor may use such reports to monitor student's progress and provide constructive criticism within a reasonable timeframe.

(b) Conduct regular and frequent consultations/meetings with the student to discuss the student's work before submission of the dissertation/thesis book or dissertation manuscript.

(c) Facilitate organization of seminars, meetings or presentations by the student.

(d) Ensure that ethical clearance has been obtained from the KCMC University Research and Ethics Review Committee (KURERC) and National Health Research Ethics Committee (NaTHREC) (if applicable) in accordance with the regulations.

(e) Ensure that project records and research data are maintained in a systematic manner so that they can be consulted and understood by anyone with a legitimate right to enquire, such as the supervising team/PhD Committee.

(f) Discuss incidents with the student that may seem to be related to research misconduct or plagiarism and report to the DPS on any suspected instances.

(g) Guide the student in writing and submitting bi-annual reports to the DPS.

(i) Ensure a positive relationship with the student throughout the candidate's programme is maintained. Supervisors shall be accessible, show interest and enthusiasm in the students' research work.

(ii) Introduce the student to specialist literature and basic data sources (libraries, archives etc.).

(iii) Identify difficult problems or inadequate work and challenges and rectify them early enough to avoid unnecessary frustration by the student. The supervisor shall be able to foresee limitations, challenges and problems early before the student goes too far with data collection. The supervisor shall be able to foresee whether the student will obtain useful results or not and in the latter case devise a change of plans as early as possible.

(iv) Create a safe environment in which students can bring forward complaints and other issues without fear of disadvantage and in the knowledge that confidentiality will be respected

(v) Be well acquainted with all KCMC University and TCU policies, regulations, guidelines and required moral standards. The supervisors shall also understand the student in detail so as to be familiar with whatever special problems the student may have.

(vi) Be aware that PhD supervision is different from Master supervision and therefore shall be planned in a way that allows the PhD student to work independently as much as possible, without compromising the progress.

(vii) *Be aware that for quality supervision, the main supervisors are not allowed to have more than five PhD students each time*.

3.12.3 The co-supervisor's responsibilities

The co-supervisors shall carry their supervisory roles in liaison with the main supervisor. A close contact with the main supervisor is mandatory to avoid conflicting ideas to the student. Thus, the co-supervisor shall: -

(i) Communicate with the students through the main supervisor, and/or copy all communications to the main supervisor, whether the co-supervisor is from KCMC University or outside the KCMC University.

(ii) Participate in planning the research project and the training component, which is necessary for admission and enrolment of the PhD candidate

(iii) Keep updated on the progress of the work and participate in the quarterly supervisory team meetings.

(iv) Provide quality advice/supervision of the research work, consider which methods may be suitable, and provide timely feedback on written texts.

(v) Introduce the student to specialist literature and basic data sources (libraries, archives etc.).

(vi) Ensure that records and research data are maintained in a systematic manner so that they can be consulted and understood by anyone with a legitimate right to enquire, such as the supervising team/PhD Committee.

(vii) Discuss incidents with the student that may seem to be related to research misconduct or plagiarism and report in writings to the main supervisor.

(viii)   Ensure bi-annual reports are submitted as per regulations.

(ix)   In consultation with the main supervisor and other co-supervisors and the directorate of postgraduate studies, make arrangements of assuming the roles of the main supervisor if the latter is absent for a period of more than three (3) months.

(x)   Encourage the student to present his/her work in progress from time to time and attend relevant conferences, meetings and workshops, and to consult relevant sources of information and advice inside and outside KCMC University.

(xi)   Improve supervision of the work by contributing a second opinion or additional areas of expertise, if the main supervisor considers it desirable.

(xii)   Create a safe environment in which students can bring forward complaints and other issues without fear of disadvantage and in the knowledge that confidentiality will be respected.

3.12.4 Conflict resolution

(a) During the PhD programme, unfortunate situations may arise whereby one or more of the following relationships may develop between the supervisors and student:

(i)   Breakdown of communication
(ii)   Personal clashes or conflicts
(iii)   Intimidating relationships
(iv)   Refusal of candidate to follow supervisor's advice or any other similar situation.
(v)   Imposing supervisor's research interest to the student

(b) Under such situations, both supervisor and student **shall** report the problem, in writing, to the DPS through the respective Dean of school/Institutes and Head of Department. The DPS committee shall study the problem and recommend a resolution to the Senate Postgraduate studies Committee for subsequent action by the Senate if necessary.

(c) The DPS shall suggest any of the following:

(i)   Student be warned in writing about his/her weaknesses if established that he/she is the cause of the problem
(ii)   Student be transferred to another institute, department etc
(iii)   Supervisor be informed and warned of his/her weaknesses if established that he/she is the cause of the problem but continue to supervise the student
(iv)   A new supervisor be appointed to guide the student when found to be the best resolution
(v)   A small panel of experts be formed by the DPS to guide the student
(vi)   Any other action as seen necessary.

3.13   Half-time evaluation and control
3.13.1 Regulations of the Half-Time Evaluation and Control

(i)   In addition to the seminars which shall be given regularly before and after half-time of the registration period, all PhD candidates shall complete a Half-Time Evaluation when they are mid-way through their planned PhD study registration period.

(ii) The Half-time evaluation is an important quality strategy to provide assurance and control the progress of the PhD work to complete the dissertation/thesis within the prescribed time frame.

(iii) If the candidate is unable to complete and present the Half-Time evaluation as planned, he/she shall apply to the department for extension of date and time.

(iv) The Half-time evaluation and control shall include academic input from researchers within the candidate's field and/or related fields.

(v) The main purpose of the Half-time evaluation and control is to help the candidate identify issues that may pose a risk to the project by stopping or delaying completion as well as providing inputs that may enhance the quality of the PhD work output.

(vi) After the Half-time presentation the department, supervisors and candidate shall be directed and obliged to actively follow up conditions that may lead delays in the completion or non-completion of the PhD education; or have potential to negatively impact on its quality, so that the education, as far as possible, shall be of the desired quality and completed within the prescribed time frame.

3.13.2 Elements of the Half-Time Evaluation

(i) The PhD candidate shall submit a short-written report no later than two weeks before the Half-Time evaluation. The report shall contain information on the status of project and progress giving facts, figures and output of the PhD work at Half-Time.

(ii) The Half-time presentation shall also be given as a "Mock"-PhD defence, therefore in addition to the structured written report, the candidate shall prepare Power point slides for presentation to an audience.

(iii) The report and slides presentation shall focus on scientific activities and results, including implications of the findings and possible outcomes; the progress on Publications and any positive or negative issues on the training component.

(iv) In the Half-time report and the presentation, the candidate shall clearly describe the planned strategy to complete the studies and the estimated submission date.

(v) The report and presentations shall also clearly show the number of publications in peer reviewed journals and the journal impact factors. KCMC University PhD candidate shall provide evidence that at least three (3) publishable manuscripts in reputable journals and demonstrate evidence that is in line with compliance to publish three (3) papers before submission of the thesis.

(v) The Half-time report shall be a minimum Four (4) pages long, but the departments can require a longer report or ask for additional documentation. The oral presentation shall be for a maximum of 25 minutes including questions and answers. The template for the written report is provided (**Appendix 17**).

(vi) The Halt-Time Evaluation shall begin with evaluation of the written report by the supervisors and senior faculty including the Head of department at a time planned by the DPS. The report shall be evaluated and quality and operational issues which may affect progress and quality identified and documented.

(vii) The Half-Time presentation by the candidate shall follow on a day and time set by DPS. The candidate's oral presentation on the project and progress, shall be a minimum of 15 minutes, followed by questions, answers and discussion, (approx. 10 minutes). The template for the written report is provided (**Appendix 17**).

(viii) After the presentation, the committee shall fill in and sign a separate evaluation form and protocol for approved Half-Time evaluation. The form with instructions for the committee is provided (**Appendix 18**).

(ix) The DPS shall invite all KCMC University Faculty to attend the Half-time control oral presentation, as well as other external stakeholders who are competent in the subject area.

(x) The DPS shall make a timetable for Half-Time evaluation and control every academic year and appoint a panel for evaluation from among senior faculty and supervisors who are competent in the research study area.

3.14 PhD Students support framework

3.14.1 PhD students' Platform and Symposium

The platform aims to improve scientific networking among PhD students through interactions with other students, senior scientists and supervisors and mentors to improve the research and academic environment. The platform offers an opportunity for students to exchange ideas and discuss matters related to their research and academic work through hosting of forums, seminars and conferences and informal discussions. In addition, the platform offers the possibility to practice oral presentations, dissertation defences, lectures, and poster presentations in a constructive and intellectual environment. The platform is also open to other active young researchers who are expecting to become PhD students in the near future.

3.14.2 Senate Postgraduate Studies Committee (SPSC)

All PhD training activities shall be directly managed through the SPSC. The SPSC under the Directorate of Postgraduate Studies shall: -

(i) Co-ordinate and monitor applications,
(ii) Interviews the applicants,
(iii) Coordinate research activities,
(iv) Monitor academic progress
(v) Assess the PhD programme.

3.14.1 The main responsibilities of SPSC

(i) To oversee admission procedures to doctoral training, supervision, courses, progress and examination of PhD candidates and generally to ensure that the PhD regulations are followed.

(ii) To scrutinize PhD applications, short-list candidates and advise the DPS on suitability of candidates and relevance of proposed projects.

(iii) To create a safe environment in which students can bring forward complaints and other issues without fear of disadvantage and in the knowledge that confidentiality will be respected.

(iv) To ensure that the following issues are attended to:

55

(a) That a main supervisor and co-supervisor(s) have been appointed in due time, and that all supervisors have the qualifications required by KCMC University regulations.

(b) That (co-)supervisors are taking their responsibilities seriously.

(c) Relations between the student and the supervisor become difficult, but also in other circumstances where a change of supervisor could be beneficial, to assist in resolving any problems, and - if necessary - to advise the DPS on the appointment of a replacement supervisor.

(d) That bi-annual assessment meetings are held between the students and supervisors in relation to progress reports.

(e) To serve as a source of information about all regulations and resources relating to doctoral programmes for both the students and supervisors, also including supervisors from collaborating institutions.

(f) To promote general student welfare.

(v) To propose or scrutinize proposed names of PhD Examiners and defence panel members before forwarding to the University Senate.

(vi) To deliberate on decisions and reports from the PhD Examiners and advise the DPS accordingly.

(vii) To arrange for the PhD guideline review every five years [or when deemed necessary].

3.15   PhD thesis submission, defence, and award of the PhD degree

3.15.1   Content and format of the PhD book

(i)   The PhD degree examination requires the submission of a thesis by the student based on research findings obtained. Generally, the thesis must be adequate and satisfactory in terms of format, content and literary presentation. The PhD thesis shall produce at least three (3) publishable papers, two (2) papers published in peer reviewed scientific journals with reputable indexing and one (1) accepted manuscript with evidence from the respective journals. For the publishable manuscripts, three or more internal and external experts shall review the manuscripts and provide a verdict for their suitability for publication in not more than two months. The thesis book/manuscript submitted for the PhD degree of KCMC University must be according to the KCMC University guidelines (**See Appendices 6, 7 and 9**).

(ii)   No student shall be allowed to submit a thesis for examination in less than 36 months (3 years) from the registration date.

(iii)   For a PhD candidate to be allowed to submit a thesis, he/she must have made at least 5 oral presentations (Concept note, Proposal, three presentations for each of at least three objectives), and Half-Time evaluation and control.

3.15.2   Intention to submit and submission procedures

(i)   Students through their supervisor shall give a notice of intention to submit a thesis for assessment and defence three months in advance (Appendix 13).

(ii)   Every thesis submitted for PhD award must be accompanied by a declaration by the student that it is the students own original work and neither previously submitted or currently being submitted for degree award at another university or institution.

(iii)   Six copies of the thesis manuscript for examination must be submitted loosely bound, endorsed by supervisors, with a covering letter by the main supervisor, to the Vice chancellor through the DPS.

3.15.3   Examination and degree award

(i)   The examination process shall be comprised of two parts, namely;
    (a) Examination of the written manuscript.
    (b) Oral defence examination. (Viva voce)

(ii)   Defence panel and defence procedures

(iii)   The Department shall propose a Defence panel and through the School Board, Senate Postgraduate Studies Committee and Senate the Defence panel shall be approved and the student allowed to defend the thesis in public at a date set by the office of the DPS in consultation with the DPS Committee.

(iv)   The selected external and internal examiners will be given a maximum of six weeks to evaluate and recommend the thesis for defence.

(v)   After approval by the examiners, the thesis shall be defended in public during an academic session at KCMC University where the student has to face an academic forum with internal and external examiners (part of the Defence panel).

(vi)   The viva voce examination shall comprise at least three examiners recommended by the relevant Department and approved by the KCMC University through the relevant bodies handling postgraduate studies.

(vii)   All examiners of the viva voce panel shall be so selected based on their qualifications and experience/expertise in the research or related area (field of the thesis) examine the candidate.

(viii)   The PhD Defence panel shall consist of at least **five** but not exceeding **seven** members:

    (a) Chairperson with voting power (who shall also be the representative of the VC)

    (b) External examiner who examined the thesis or his/her representative

    (c) Internal examiner who examined the thesis who shall also be the secretary to the panel

    (d) Research Supervisor

    (e) Head of Department where the candidate is registered or his/her appointee.

(vii)   The viva voce examination is meant to ascertain that: -

    (a)   The thesis defended is the original work of the student.

    (b)   The student has grasped the broader subject area of the PhD research.

    (c)   Weaknesses and strengths in the PhD research work are adequately clarified.

    (d)   The student is capable of proposing, recommending and advising on relevant future scientific work based on the PhD research defended

(ix)   The viva voce shall take place only after the KCMC University relevant school Board, DPS Committee, and Senate have been satisfied that the thesis submitted by the student is considered by the examiners to be of acceptable standard. The defence session shall be open to interested academicians and non-academicians. The student shall present a summary of the thesis findings and interpretations and thereafter be questioned about the research work by the Defence examiners. However, questions in peripheral areas shall also be encouraged if they help to establish the candidate's level of academic maturity in the thesis subject area.

(x)   The duration of the viva voce examination shall not exceed three hours that include:

    (a)   Maximum of 45 minutes of an oral presentation.

    (b)   Maximum of 1 hour and 45 minutes of questions and answers.

(c)   Maximum of 30 minutes of deliberations

(xi)   There shall be no differences between the manuscript and the content of the presentation during the viva voce.

(xii)   To decide whether the student rightly deserves the PhD degree, the Defence panel shall have a closed meeting attended by

(a)   Chairperson of defence.

(b)   External examiner

(c)   Internal examiner

(d)   Head of department or his/her appointee

(e)   Research Supervisors

(xiii) The decision on the defence shall be based on:

(a)   Quality and quantity of the scientific work as presented in the thesis using criteria as stipulated above for the Manuscript Committee

(b)   Performance of the student during the defence.

(c)   Scientific and ethical quality: research based on scientific principles and originality.

(d)   Research of sufficient quantity: at least 3 original published research papers. (or proof of papers that have been accepted for publication).

(xiv)   Only in very exceptional circumstances, shall the verdict of the Defence panel in terms of pass and fail, be different from the verdict of the Manuscript Committee that approved the manuscript and allowed it to be defended in public.

(xv)   The decision of the Defence panel shall be announced by the Chairperson of the defence session or if wished, by the External Examiner. In case of a pass, an official speech ('*laudatio*' or vote of thanks) will be held by the main/principal supervisor, after which the defence shall be closed by the chairperson. The defence shall be opened and closed with a special prayer.

(xvi)   After the defence and verdict,

(i)   The panel members shall sign a special viva voce Examinations Results Form submitted to the office of the DPS.

(ii)   The Chairperson of the panel shall submit a comprehensive report approved by the panellists, detailing all the questions addressed to the candidate and the answers provided to those questions.

3.16   Scoring the Written Thesis
3.16.1 Scoring Tool

The external examiner shall be required to summarize his/her report about the thesis using the following assessment scheme appended in APPENDIX 19. The assessment criteria of each component of the report (SN: 1-12) shall consider the following; Clarity, logical flow and quality of the argument being presented. As well as strength and areas of improvement. Another criterion to be considered is independent scholarship and autonomy of the work.

3.16.2 For each part 1-12 above, the external examiner will give a brief description of the adequacy or the shortcomings of the thesis, mentioning suggestions for improvement, followed by a descriptive summary and a score for each. For overall grading, the following scheme will be used:

GRADING SYSTEM

Grade	Marks	Remarks
A	75-100 %	Excellent
B+	70-74%	Very good
B	60-69 %	Good
C	50-59 %	Fail weak
D	40 - 49 %	Fail
E	0 - 39%	Fail

3.16.3   Results of the assessment by the external examiner shall be reported to the office of the DPS and panel of examiners at least 2 weeks before the viva voce. The report shall also be given to the student after the viva voce. Internal examiners shall write a short report that will be handed to the student after the viva voce and to the DPS.

3.17 Scoring the Viva Voce

3.17.1   The function of the viva voce shall be as described under section 3.15.3 above. For the assessment during the viva voce, the following scores shall be used:

SCORING THE VIVA VOCE

S/N	Content of the report	Marks (%)
1	Background, literature review	5
2	Study problem and justification	10
3	Research questions aims and objectives	5
4	Study design, and study site	5
5	Inclusion and exclusion criteria	5
6	Sample size and calculation	5
7	Data collection methods, tools and procedures	10
8	Analysis (including statistics used)	15
9	Results	10
10	Discussion and conclusions	15
11	Recommendations	5
12	Ability to respond to questions and scholarly argument	10
	TOTAL	100

3.17.2 Each of the members of the Defence panel including the external examiners will first determine his/her grade individually. Thereafter, the given grades will be converted into one common grade, whereby each member shall have an equal contribution to the grade. For grading the same scheme as in section 3.16.2

(ii) Dissertations scoring C and D shall be rejected by the manuscript committee and shall not be allowed to be submitted for defence.

3.17.3 Final grade of the thesis

The grade awarded by the external examiner based on the written document shall carry 50% of the final grade, and the common grade reached by the Defence Committee during the viva voce shall carry the remaining 50% of the final grade.

Based on the above, the examining panel of the viva voce, will draw the final conclusion about the assessment of the thesis:

Grade A   Excellent. The dissertation/thesis is passed unconditionally, however subjected to correction of typographical errors within two weeks.

Grade B+   Very good. The dissertation/thesis is passed subject to correction of typographical corrections and minimal improvements/corrections and submission of an error free document within two weeks.

Grade B   Good. The dissertation/thesis is passed subject to correction of typographical errors and improvements in a few small well-defined areas or corrections to be made and submission of an error free document within four weeks.

Grade C   Fail. The dissertation/thesis is failed, it has major errors which will require substantive work, re-writing some of the sections and possibly going back to re-analyse the data. The student will be required to supplement, to allow him/her to address the errors as pointed out by the Internal. External examiners and the Manuscript Committee. After overhauling the dissertation/Thesis as required under supervision of the Supervisor and department, he/she shall re-apply to present the Dissertation/Thesis as prescribed in this guideline.

3.17.4 The revised and signed manuscript by student and all supervisors shall be submitted to the office of the respective School/Institute within 2 weeks if graded A or B+, 4 weeks if graded B and 8 weeks if graded C from the defence date. The School through its relevant chair then shall submit the thesis to the next scheduled DPS Committee. The DPS will present to the SPSC, CDD and KCMC University senate meeting and request for approval. After approval by the University senate, the candidate shall be allowed to graduate.

3.18 Cum Laude

In exceptional cases the student can be awarded with distinction (***cum laude***). Cum laude shall only be considered for a student scoring an average of "A" grade in each level which includes the coursework, research output including the thesis manuscript rating by the Defence panel and during the public defence which implies:

(i) Excellent performance in the coursework
(ii) Research of outstanding quality (originality in methods and innovative results), as evidenced by publication in high-ranking journals.
(iii) Large body of research and coherent in its different aspects.
(iv) Excellent performance during the academic defence showing mastery of the research topic.

The words "Cum Laude" shall be inscribed on the PhD certificate.

3.18.1 When the first three criteria (i, ii, and iii above) apply, supervisor(s) should request the Vice chancellor in writing to award "pass with distinction (cum laude)" at the moment the manuscript is submitted for assessment by the Manuscript Committee. The Manuscript Committee and Defence panel shall be informed about this request and take this request into account during the assessment and finally accept or reject the request. In case the candidate's performance is considered exceptional based on the criteria above, a "cum laude" will be awarded. Otherwise, the KCMC University PhD will have no other classifications.

3.19 Award of the PhD degree

3.19.1 The PhD degree certificate of KCMC University shall be an official document in line with the high level of the academic degree concerned. It will be issued during the yearly Graduation Ceremony at the KCMC University. The PhD will be awarded last after lower degrees have been awarded. The PhD graduate will be dressed in the special KCMC Uni academic gown. Before being ushered in to receive the degree, an appropriate official of the KCMC University shall march besides the graduate and an abstract of the thesis shall be read. During the marching in and out, music can be played.

3.20 Final binding of the thesis

3.20.1 Six copies of the final thesis shall be hard bound by the graduate within two months (after defence) in the standard blue KCMC University format and distributed to the candidate's department, the graduate's sponsor, the KCMC Library, the office of the DPS, and the office of the DVC-ARC of KCMC UNIVERSITY. Final binding by the graduate is a prerequisite for graduation. If the graduate wishes to produce a book/monograph she/he can do that any time after defence; the book should have an ISBN. The number of copies will depend on the availability of funds from his/her sponsors. Production of a thesis book is a pre-requisite for graduation.

Copies of published papers should be attached to the final version of the thesis.

3.20.2 English and Kiswahili summary **(Abridgement)**

The graduate shall be required to write a one-page summary/abstract of the main findings of the thesis in English and Kiswahili in a clearly understandable language. The summary shall be part of the thesis manuscript and will be used for dissemination purposes.

3.21   Student discontinuation

3.21.1   A graduate may be discontinued from training based on:
(i)   Academic grounds.
(ii)   Ethical grounds
(iii) Ill health grounds
(iv)   Academic dishonesty e.g. falsification of results,
(v)   Plagiarism.
(vi)   Committing disciplinary offences as described in the "KCMC University Students' by-laws" or any other criminal offence stipulated by the Tanzania Laws.
(vi)   Absconding from studies (refer to KCMC UNIVERSITY students by-laws and Examination Regulations)

3.22   Right to complain

3.22.1 Students have a right to express dissatisfaction about the courses, facilities or services provided by KCMC University and/or its staff, and field sites. They shall be able to raise concerns without fear of disadvantage and in the knowledge that confidentiality will be respected, as follows:

(i)   Complaints shall in the first instance be brought to the attention of the supervisor. If the complainer and supervisor fail to reach a satisfactory solution, the complaint shall be addressed to the Head of Department and later to the DPS. A complainant should be entitled to be accompanied at all stages of the complaint process by a person of his or her choosing.
(ii)   A student who realises that he or she has been assigned an incompetent supervisor may request in writing to the Deputy Vice Chancellor for Academics,Research and Consultancy through the Director of Postgraduate Studies, within **six** months of the appointment, for a change of supervisor.
(iii) A student who feels that she or he has been mistreated or the supervisor-student relationship is unusual and counterproductive may complain in writing to the Director of Postgraduate Studies within 28 days of the incident.

3.22.2 Right, reasons and procedure for appeal
(i)   Students may appeal against unfair marking, wrongful computation of scores or grades or any other grounds that are considered valid by the student.
(ii)   The Senate verdict shall be final except where a well authenticated claim for unfair marking or disregard for examination regulations is raised by an affected

student. In such a case, the CDD shall determine the aftermath of such an event through the Appeal/Investigation Committee.

(iii) The Deputy Vice Chancellor for Academics, Research and Consultancy shall submit the appeal to the CDD, which shall appoint a competent sub-committee to handle any appeals received during the semester. The findings and recommendations of the sub-committee shall be forwarded to the CDD, which shall recommend a course of action that shall be reported to the KCMC University Senate.

(iv) In the course of the appeal, the student shall be liable for the initial burden of proof.

(v) The KCMC University administration shall have the power to require any appellant to bear the cost of any special investigation. Such detailed investigation and associated costs will be disclosed in advance and agreed upon by the appellant and the KCMC University administration.

(vi) The confidentiality of information relating to grade appeals shall be respected by all parties involved in the case.

(vii) All appeals shall be concluded before the completion of the academic semester.

(viii) After the final disposition of a grade appeal, all documents related to the grade appeal shall be secured in the office of the Deputy Vice chancellor for Academic Affairs as hard and soft copies for 5 years.

(ix) **Appeal fees:** The student shall be required to pay a non-refundable appeal fee of TZS 150,000.00 (one hundred fifty thousand only).

4.0 PLAGIARISM AND ACADEMIC MISCONDUCT

4.1 KCMC University demands the highest ethical standards of all employees, researchers and students. PhD students should be aware that plagiarism and other forms of academic dishonesty are a violation of university guidelines and national and international research ethics. Such violations are subject to sanctions by the KCMC University.

4.2 Fabrication and falsification
Student should also note that plagiarism and other forms of academic misconduct in course work (e.g. in application process, exams, submission of course papers etc.) shall be dealt with on par with cheating in exams in the sense of the KCMC UNIVERSITY regulations

4.3 Sanctions may include annulment of exam results and discontinuation from studies for up to one year or even indefinitely. KCMC University emphasises the prevention of academic misconduct, and in order to improve student's knowledge of academic standards and encourage reflection on these standards, the training component of the PhD programme should include ethics.

4.4 Anti-plagiarism declaration

Registered PhD students shall sign an anti-plagiarism commitment form during registration **(See Appendix 15**).

4.5 KCMC University shall retract a PhD any time when plagiarism is detected and confirmed throughout the academic life of the awardees.

5.0 RE-ADMISSION AFTER DISCONTINUATION

5.1 Re-admission for a student who was previously dismissed on the ground of ill health is subject to a recommendation by a competent medical practitioner and approval by the University senate. Where practical, such a student shall be allowed to continue with his or her studies from the point at which he or she was when taken ill.

5.2 Re-admission for a student who was previously dismissed on the ground of academic failure or disciplinary offence shall be possible after a minimum of 24 months from the date of last discontinuation and shall be accompanied by proof that the applicant has attended additional training and/or acquired additional skills in the proposed research area.

6.0 POSTDOCTORAL PROGRAMS

6.1 General information

Postdoctoral programs are non-degree programmes undertaken by PhD holders under supervision. The purpose of the programmes is to attract recently qualified PhD graduates at KCMC University to further develop their research, teaching and leadership skills, enhancing their potential for full-time academic career at KCMC University or elsewhere. At the same time, the aim is to promote and stimulate operational research activities, strengthen postgraduate supervision and education among faculty and within the KCMC University. New PhD graduates are encouraged to pursue postdoctoral programmes soon after completion of their PhD.

6.1.1 Types of postdoctoral position at KCMC University

(i) Eligible candidates can enrol as Postdoctoral Associates or Postdoctoral Fellows;

(a) **Postdoctoral Associates** are considered KCMC University employees and are appointed as academic staff. The academic research mentor should be senior academic staff of the KCMC University with grants and a position for the postdoctoral associate. The postdoctoral associates are appointed by the Senate through the Department, Institute and the School Board.

(b) **Postdoctoral Fellows** are non-KCMC University employees who are given academic research appointments in the departments. The postdoctoral fellow may have his/her own grant or may be supported by grant(s) of his/her mentor. The academic mentor should be a senior academic staff at KCMC University. Academic mentors shall be approved by the Senate through the Department, Institute and the KCMC University Academic Committee.

(ii) The Postdoctoral Associates and Fellows (Post-docs) play a crucial role at the university. They supplement the research expertise of the faculty by sharing new techniques, collaborating with other institutions, writing grants and helping to manage the daily operations of the laboratory or research site. They also contribute in teaching and supervision of undergraduate and postgraduate students.
Postdoctoral programmes usually take between 1-5 years. A post-doc will work under the leadership of a mentor within KCMC University. At the university, the mentor must be a senior faculty with a PhD degree. He/she must also be an active researcher with expertise in the candidate's area of research interest. The post-doc will participate fully in the KCMC University research program, and will collaborate with other researchers working at the university, and may act as co-supervisors for Masters and Doctoral students.

In order to stimulate operational research geared to address day to day problems with the Health sector, postdocs will be selected based not only on their ability to improve the research output of the university or faculty, but importantly on their ability to contribute to innovative ideas within the identified program and their ability to share this within a community of practice. This includes the ability of the outcome to influence national and regional policies and practices in Health and Allied Sciences.

(iii)   Post-doctoral programmes can be undertaken at all Schools/Institutes at KCMC University depending on availability of positions. Besides contributing to novel discovery, post-docs are expected to acquire other key competencies during their tenure. These Competences include;-

a) Advanced research skills (Technical, analytical).
b) Grants writing skills
c) Research dissemination (through conference presentations, manuscripts writing and scientific publications).
d) Establishment of local, regional and international research collaborations and membership in relevant professional societies.
e) Development of core research themes (based on interest, expertise and availability of resources) that will be the primary area for the development of an independent research career.
f) Acquisition of research administration skills.
g) Setting up and managing an independent research team.
h) Acquisition of teaching/academic skills.

(iv)   Depending on the agreement between the mentor and mentee, post-docs can also pursue non-academic /non-research activities while at KCMC University, including policy development and consultancy to national or international organizations on defined problems. These should be clearly defined in the concept note and work plan submitted by the post-doc at the time of application for registration.

The source of funding for research as well as subsistence for the post-doc usually comes from (1) KCMC University own funds, (2) KCMC University managed research grants provided by Development Partners/Institutions, (3) other funding institutions or agencies, local or international, which are willing to collaborate/partner with KCMC UNIVERSITY, or (4) any grant awarded to the post-doc.

6.2   Application, admission and registration

6.2.1 General information

All matters relating to application, selection, admission and general welfare of Post-docs will be under the Directorate of Postgraduate Studies. Final decisions relating to these matters will be made by the Senate upon recommendation of the Department, Respective Schools, DPS Committee,SPSC and CDD.

6.2.2   Advertising of Post-Doctoral Positions

(i)   All Post-Doctoral positions at KCMC University will be advertised openly in the University website and other media.

(ii) The advertisement will clearly state;-

   a) KCMC University has secured/established a grant to support a post-doctoral programme.
   b) Duration of the programme.
   c) Where tenable.
   d) Eligibility/qualifications of applicants.
   e) How to apply and deadlines for application.
   f) Items to be submitted with the application.

6.2.3 Submission of Applications

(i)   Application for registration into postdoctoral programmes will be made through the online postdoc registration available at the KCMC University website. These forms should be duly filled in triplicate and submitted by the admission office, together with certified copies of transcripts, degrees certificates, birth certificates and copy of receipt of application fee.

(ii) The applicants should also submit a full CV indicating academic qualifications (when and where they were obtained) profession (i.e. whether a Social Scientist, Doctor of Medicine, Pharmacists, Dental Surgeon, Nurse, Lab Scientists etc.), nature of work at current employment, researches done before(collaborative or single), work/assignment other than research with other terms to address a defined problem, recent publications of interest or related to the theme of the post-doc being applied for.

(iii) The applicant shall also submit a concept note (5 pages maximum), describing the approach for addressing the problem to be investigated for the post-doctoral programme in the respective theme.

(iv) For research-based postdoctoral programmes, the concept note shall contain; -

   a) A short background (2-3 paragraphs) presenting a brief overview of literature in the main area of research.
   b) Problem statement (one paragraph)
   c) Research questions
   d) The general objective and numbered specific objective (one paragraph).
   e) Conceptual framework. This shall be accompanied by one paragraph narrative
   f) The Methodology to be used
   g) Expected publications
   h) Research budget and timelines (should be in line with limits predetermined by granting authority)
   i) Reference list

(v)   For no-research based postdoctoral programmes, the concept should state the primary activity of the programme (consultancy, policy development etc), target, proposed methodology in achieving the stated goals, and types of skills and competences expected to be acquired.

(vi) Each applicant shall also submit to the relevant Department a detailed work plan for his/her postdoctoral tenure at the time of application for registration. The work plan is designed jointly by the applicants and the mentor(s). The individual work plan must include the first five (a -f) main areas, while others may be tailored according to competences needed.

- a) Timelines for achieving the stated goals.
- b) Plan for interaction with the mentors
- c) Financing plan and budget
- d) Plans for supervision of Master and PhD students
- e) Relevant courses to be taken
- f) Individual learning outcomes
- g) Research plan and expected publications
- h) Training and teaching plans
- i) Plans for conference attendances and presentations
- j) Plans for writing and submission of research grants applications.

(vii) Applicants are responsible for soliciting recommendations from two referees regarding their suitability for the intended postdoctoral positions. The referees should send the reports confidentially to DPS.

6.2.4 Application Fees

(i) All applicants are required to pay a non- refundable application fees as indicated in a fee structure in the university prospectus. The fee should be paid through KCMC University Bank accounts.

The fees will be revised from time to time, as need arises. Information on the fees applicable for any given year is obtained from offices of deans and Directors, office of DPS and the University Prospectus.

6.3.5 Entry Qualifications

(i) A PhD (equivalent) in Health of Allied Sciences, acquired not more than 5 years from the time of application for postdoctoral position.

(ii) The candidate should also demonstrate;-

- a) Verifiable knowledge (e.g. publications) of current issues and trends related to the post-doctoral position applied for
- b) Experience in collaborating with other researchers in investigating health problems
- c) Proven ability works effectively in multi-disciplinary terms and for innovative "out – of – the – box" approaches in research.
- d) Proven writing ability through publication and grants written
- e) Computer literacy for standard, statistical and mapping programs where applicable
- f) Fluency in the English language
- g) Good oral and written communication skills and an ability to work with people from diverse backgrounds.

h) Outstanding networking, teambuilding, organizational and communication skills.

i) Ability to present complex scientific information orally and in writing to a wide group of audiences.

6.3.6 Other Requirements

(i) Certificates obtained from universities and Institutions of Higher learning not listed by the Tanzania Commission for Universities (TCU) shall be subject to approval by the same.

(ii) Experience of working in multi-national research projects and ability to develop project proposals that can attract additional funding during the course of an award will be an added advantage.

(iii) Each fellowship is tied to a specific research opportunity located at KCMC University. Selected applicants must therefore relocate to KCMC University for the entire period of their programmes. This is a pre-requisite for appointment and maintaining registration in the programme.

(iv) One cannot start his/her post-doc appointment at KCMC University until all prior requirements are met as provided for in this process. All disbursement will only be done when all requirements have been met.

6.3.7 Review of Applications and Candidate selection Criteria

(i) All standing procedures for Postgraduate admission at KCMC University will be followed. Final approval relating to these matters will be made by the Senate upon recommendation by CDD.

(ii) The admission office will submit the applications to the relevant departments,schools ,DPS Committee,SPSC and finally to the Senate through the CDD.

(iii) Applications will be evaluated based on the following criteria;-
   a) Quality of the proposed work and its alignment with the post-Doctoral position being advertised.
   b) Conformity with KCMC University Ethical requirements
   c) Laboratory/Methodological soundness of the proposal.

(iv) Special attention will be paid to the quality of the application, the likelihood for success and contribution of the proposed research/project in addressing health sector challenges.

(v) Postdoctoral applicants will be evaluated on the basis of demonstrated scholarly ability, and on their potential for making sound contributions as independent scientists in finding solutions to health sector problems facing the nation.

(vi) Priority for selection of Research-based postdoctoral fellow will be given to applicants whose proposed research is particularly interdisciplinary and/ or innovative.

(vii) Proposals for research that incrementally extend an ongoing team project will be given lower selection priority.

(viii) On the basis of the department's recommendation's, the School,DPS Committee and SPSC will recommend to CDD the mentor(s) proposed by the applicant.

(ix) The CDD, upon receiving the recommendations by the SPSC, shall discuss and recommend to the Senate for approval of registration.

6.3.8 Registration
(i) Applicants approved by the Senate will be fully registered as Post-doctoral associates or Post-doctoral fellows at KCMC University in their respective departments.
(ii) Post-doctoral associates and fellows are required to renew their registration at the beginning of each academic year by filling the registration form and paying the required fees.
(iii) Following registration, research track post-docs will be required to develop full proposals of their proposed research, in consultation with their mentors, and submit to DRPC/KURERC for ethical clearance. Application for ethical clearance shall not be required if the research programme has already been granted ethical approval.
(iv) The duration of Postdoctoral associateship/fellowship shall be 1 to 5 years depending on research needs, sponsorship and agreement between the post-doc and mentor.
(v) The individual work plan should be revised at least once every year during the course of the postdoctoral fellowship. It is the responsibility of both the mentor and the post-doc to ensure that the work plan is kept up to date.
(vi) Major changes such as place of fieldwork must be submitted in writing to KURERC through Chairperson of DPS Committee.

6.3.9 Postdoctoral Commencement and Termination

(i) Admission into postdoctoral programmes
Each successful applicant shall be issued an offer letter. This shall detail;-
   (a) Theme of activities to be undertaken (research, policy development, consultancy etc.).
   (b) The primary mentor and any other mentors (in the country) and their contacts.
   (c) In available, secondary mentors (out of country) by name and contacts.
   (d) Coordinating institution and contact person for activities outside the country.
   (e) Commencement date and demand for submission of a detailed work plan developed collaboration with the mentors.
   (f) Duration of fellowship and projected fellowship end date.

(ii) Appointment starting Date
   (a) Appointment start date (the first day of reporting at KCMC University to officially begin the appointment) should be no later than two months from the date of commencement of post-doc stated in the KCMC University Appointment letter.
   (b) In case of special circumstances that candidates change the start date or delay the start beyond two months, notification must be sent to the University Senate requesting a delay in starting the Fellowship.
   (c) KCMC University reserves the right to withdraw the offer of appointment if the candidate and mentor (s) cannot agree on a start date.

(iii) Termination Appointments.

    (a) The termination or end date is the last day a candidate will hold a postdoctoral position at KCMC University. A pre-determined end date will be specific in the appointment letter depending on the agreement between the candidate and mentor.

    (b) The end date may be amended for early termination or for appointment renewals.

    (c) If the post-doc initiates early termination, the post-doc must immediately inform the Vice chancellor, DVC-ARC through his/her primary mentor and DPS of his/her intentions for early termination. This written notification should be submitted at least 30 days before the proposed early termination date.

    (d) If a KCMC University Post-doc terminates an initial appointment with fewer than twelve months of participation, he/she must repay KCMC University in full any relocation expenses and/or salary advance received. They must also submit a final Report and settle and settle any outstanding travel expenses.

(v) Progress and Final Report

    (a) The Postdoctoral associate or fellow is obliged to submit a report every by using the form for academic progress report.

    (b) Final report is needed at completion.This should list all publications, paper presented, and conferences participated and other experience during postdoctoral appointment.

(v) Other Rules and Regulations,

    (a) All Post-docs are entitled to a salary equivalent to that of a Lecture or above as determined by the KCMC University scheme of service) Post-doctoral associates will continue to receive their KCMC University Salaries. Post-doctoral fellows will receive salaries from their employing institutions or from research grants that support their post-doctoral work. Receiving double salaries is not allowed.

    (b) Besides salaries, post-docs are entitled to allowances according to activities conducted including field allowance and other benefits. Candidates will not be allowed to accept more than one salary.

    (c) Allowance and their management (e.g. disbursing intervals etc.) will be determined by the office of the Director of Postgraduate studies and the Directorate of Finance, guided by standing regulations.

    (d) KCMC University post-docs must also participate in the core functions of the University. With the approval of the KCMC University Vice chancellor – however, a post doc may be excused from participation for brief periods due to illness, personal emergencies or other unforeseen circumstances.

    (e) Post-docs are not allowed to supplement their salaries through simultaneous employment that competes with the fellowship activities. The appointment must be continuous; a break between appointment years is not allowed. Anticipated research needs and special requirements necessary to conduct the

proposed research should be identified in the concept note while applying for post- doctoral position.

(f) The KCMC University post-doc program will cover costs of equipment needed for the proposed research and data collection in the field, including costs of all research hardware, software, books, and publication charges, costs of printing/ laminating of posters and/or handouts for presentations at conferences or meetings.

(g) The program shall also pay professional society membership fees, registration fees for trainings related to research as well as travel costs to professional meeting and conferences depending on the availability of funds in the program and agreement reached between the post- doc and mentor(s)

6.3   Postdoctoral programme completion and publication

6.3.1   Completion of Programme
(i) The maximum tenure of a Post-doctoral programme shall be 5 years
(ii) Upon completion, post-docs must submit to the Senate a full report summarizing research accomplishments attained during their programmes.

6.3.2   Publication of Research Findings
(i) KCMC University post-docs are encouraged to publish their research findings in peer-reviewed journals.

(ii)   Post- docs are required to adhere to KCMC University institutional review board (IRB) requirements for publication of research findings.

(iii) All publications should include appropriate acknowledgement of the KCMC University project that sponsored the post-doc.

(iii) Guidelines and procedure for publications, copyright and patents should be discussed with mentor(s) at the start of postdoctoral appointment. Publication of data must abide to the KCMC University Intellectual Property Right policy and guideline on publishing student's data

7.0 APPENDICES

APPENDIX 1: BIANNUAL REPORT FOR MMED PROGRAMS
Directorate of Postgraduate Studies

KCMC UNIVERSITY

(To be filled by the Program Coordinator and to be returned to the office of the Director of the Postgraduate Studies at the end of each semester).

Semester:	
Name of Resident:	Registration Number:
FROM: Date	TO: Date
Year of study:	MMed program:

A. Professional attributes:

	EXCELLENT	VERY GOOD	GOOD	FAIL WEAK	FAIL POOR
	A	B+	B	C	D
1. Patient care (inpatient / outpatient)*					
2. Procedures (clinical/ surgical) *					
3. Teaching#					
4. Professional behaviour					
Towards staff and others					
Punctuality					
Reliability/Responsibility					
Leadership attributes					
5. Presentations (in the Department) *					
6. Clinical Meeting / Academic Forum					
- Presence^					
- Active participation					
7. **Fit to proceed to next year of study?**	yes/no (if "no" please clarify on a separate sheet) **yes**				

*: based upon logbook and evaluation by medical and paramedical staff #: based upon evaluation by students and by medical staff
: A=75-100, B+ = 70-74, B=60-69, C=50-59, D=40-49, E=0-39

B. Additional comments:

…………………………………………………………………………………………

Head of Department/ Program coordinator	Resident
Sign:	Sign:
Date:	Date:

COPY TO RESIDENT

APPENDIX 2: CHECKLIST FOR MASTERS PROGRAMS

(a) MPH Program

Item	Deadline
Identification of publishable topic for research in collaboration with Program coordinator. It is strongly advised to choose a topic which is part of or related to a larger research project within the involved Department and in which the supervisor is involved	< End of November
Identification of supervisor in collaboration with head of department/Program coordinator	< End of November
Identify most likely journal for publication in collaboration with Program coordinator/proposed supervisor	< End of November
Appointment of supervisor by the Senate. Proposed by head of department/Program coordinator, recommended by the School Board and Senate Postgraduate Committee.	< End of November
Concept paper-research proposal presentation to supervisor	< End of November
Presentation of research proposal within the department (Seminar 1)	Last week of January
Presentation of research proposal/Progress report in the Academic Forum (Seminar 2)	February and March
Submit a research proposal (approved, and signed by the supervisor and Department) for ethics review via the Departmental KURERC	End of March
After recommendation by the School's Postgraduates Committee, the proposal will be submitted to Senate via SPSC for approval	
Ethical clearance obtained from KCMC University Research Ethics Committee within 2 weeks	< Half of April
At least monthly meetings with the supervisor with records by student (keywords and action points) with copy through Program coordinator to DPS.	
Appointment of external examiner through the School by Senate, as proposed by the Department Committee and by the Postgraduates Committee.	June 1st
Appointment of internal examiners panel for viva voce by the Senate (supervisor and 2-3 academic staff members, proposed by Department Committee)	Third week of June
Submit Dissertation (5 copies plus CD), approved and signed by supervisor through the Program coordinator to DPS.	< 1st of July>
Dissertation sent to External Examiner and internal examiners by DPS (when applicable: to EE electronically and hard copy to be given on arrival at KCM University)	Beginning of July
Submission of a publishable manuscript plus the name of the journal to which it will be submitted	< July 31st>
After Viva Voce: submit one unbound error-free copy, approved and signed by supervisor plus one soft copy to postgraduate office	From publication

If grade A If grade B+ If grade B If grade C If grade D	of provisional results: < 1 week> < 1 week> < 2 weeks> < 4 weeks> < 9 months>
Binding by the student of 5 copies (candidate, department, DPS, sponsor, library) of the Dissertation after approval by the KCMC University KCMC University Senate according to the University format. This is a prerequisite for graduation	November, the 1st

(b) MSc program (1 1/2 years duration) (except post-MMed MSc programs)

Item	Deadline
Identification of publishable topic for research in collaboration with Program coordinator. It is strongly advised to choose a topic which is part of or related to a larger research project within the involved Department and in which the supervisor is involved	Semester 1
Identification of supervisor in collaboration with head of department/Program coordinator	Semester 1
Identify most likely journals for publication in collaboration with program coordinator	Semester 1
Appointment of supervisor, as proposed by the Department Committee and recommended to Senate by the School's Postgraduates Committee	Semester 1
Concept paper-research proposal to supervisor	Semester 2
Presentation of research proposal within the department	Semester 2
Presentation of research proposal in the Academic Forum/KCRI scientific meeting	Semester 2
Submit research proposal (1 loosely bound copy), approved by Postgraduates Committee	<July 15th semester 2>
After approval by the Postgraduates Committee, the proposal shall be submitted to KCMC University Research Ethics Committee by DPS	
Ethical clearance obtained from KCMC University Research Ethics Committee within 2-4 weeks	<August15th Semester 2>
At least monthly meetings with supervisor with records by resident (Keywords and action points) with copy to supervisor, Program coordinator and DPS	
Appointment of an external examiner, as proposed by supervisor/Program coordinator, by the University/DPS	June 1st
Appointment of internal examiners panel for Viva Voce by the University (supervisor and 2-3 academic staff members)	Half of June
Submit Dissertation (5 copies plus CD), approved and signed by	<1st of July>

supervisor through the Program coordinator to DPS, together with a publishable manuscript plus the name of the journal to which it will be submitted.	
Dissertation send to External Examiner and internal examiners by DPS (when applicable: to EE electronically and hard copy to be given on arrival at KCMC University).	Beginning of July
After Viva Voce: submit one unbound error free copy, approved and signed by supervisor plus one CD to DPS If grade A If grade B+ If grade B If grade C If grade D	From publication of provisional results: < 1 week> < 1 week> < 2 weeks> < 4 weeks> < 9 months>
Binding by the student of 6 copies (candidate, department, DPS, sponsor, libraries of KCMC hospital and KCMC University) of the Dissertation after approval by the KCMC University KCMC University Senate according to the University format. This is a prerequisite for graduation.	November, the 1st

(c) MSc Program (2 years duration)

Item	Deadline
Identification of publishable topic for research in collaboration with Program coordinator. It is strongly advised to choose a topic which is part of or related to a larger research project within the involved Department and in which the supervisor is involved	Semester 1
Identification of supervisor in collaboration with head of department/Program Coordinator	Semester 1
Identify most likely journal for publication in collaboration with program coordinator	Semester 1
Appointment of supervisor, proposed by Program coordinator by DPS	Semester 1
Concept paper-research proposal to supervisor	Semester 2
Presentation of research proposal within the department	Semester 2
Presentation of research proposal in the Academic Forum/KCRI scientific meeting	Semester 2
Submit research proposal (1 loosely bound copy), approved and signed by the supervisor to DPS)	<July 15th semester 2>
After approval by Postgraduates Committee, proposal will be submitted to KCMC University Research Ethics Committee by DPS	
Ethical clearance obtained from KCMC University Research Ethics Committee	<August 15th

within 2-4 weeks	Semester 2>
At least monthly meetings with supervisor with records by resident (Keywords and action points) with copy to supervisor, Program coordinator and DPS)	
Appointment of external examiner, proposed by the Departmental Committee, by the School's Postgraduate Committee and Senate.	June 1st, semester 4
Appointment of internal examiners panel for Viva Voce by the Senate (supervisor and 2-3 academic staff members)	Half of June, semester 4
Submit Dissertation (5 copies plus Soft Copy), approved and signed by supervisor through the HoD to DPS, together with a publishable manuscript plus the name of the journal to which it will be submitted.	<1st of July, semester 4>
Send Dissertation to External Examiner and internal examiners by DPS (when applicable: to EE electronically and hard copy to be given on arrival at KCMC University).	Beginning of July, semester 4
After Viva Voce: submit one unbound error free copy, approved and signed by supervisor plus one CD to DPS If grade A If grade B+ If grade B If grade C If grade D	From publication of provisional results: <1 week> <1 week> <2 weeks> <4 weeks> <9 months>
Binding by the student of 5 copies (candidate, department, DPS, sponsor, library) of the Dissertation after approval by the KCMC University KCMC University Senate according to the University format. This is a prerequisite for graduation.	November, the 1st

(d) MMed programs

Item	Deadline
Identification of publishable topics for research in collaboration with the head of department and/or Program coordinator. It is strongly advised to choose a topic which is part of or related to a larger research project within the involved Department and in which the supervisor is involved	Semester 3
Identification of supervisor in collaboration with head of department and/or Program coordinator	Semester 3
Identify most likely journal for publication in collaboration with head of department and/or Program coordinator	Semester 3
Appointment of supervisor, proposed by head of department/Program coordinator by postgraduate committee	Semester 3

Concept paper-research proposal to supervisor	Semester 4
Presentation of research proposal within the department	Semester 4
Presentation of research proposal in the Academic Forum	Semester 4
Submit research proposal (1 loosely bound copy), approved and signed by supervisor to DPS	<July 15th semester 4>
After approval by DPS, proposal will be submitted to KCMC University Research Ethics Committee by DPS	
Ethical clearance obtained from KCMC University Research Ethics Committee within 2-4 weeks	<August 15th Semester 4>
At least monthly meetings with supervisor with records by resident (Keywords and action points) with copy to supervisor, Program coordinator and DPS	
Appointment of external examiner, proposed by supervisor/Program coordinator, by the University/DPS	June 1st, Semester 6
Appointment of internal examiners panel for Viva Voce by the University/DPS (supervisor and 2-3 academic staff members)	Half of June, Semester 6
Submit Dissertation (5 copies plus CD), approved and signed by supervisor through the Program coordinator to DPS, together with a publishable manuscript plus the name of the journal to which it will be submitted.	<1st of July, semester 6>
Dissertation sent to External Examiner and internal examiners by DPS (when applicable: to EE electronically and hard copy to be given on arrival at KCMC University). After Viva Voce: submit one unbound error free copy, approved and signed by supervisor plus one CD to DPS If grade A If grade B+ If grade B If grade C If grade D	Beginning of July, semester 6 From publication of provisional results: < 1 week < 1 week < 2 weeks < 4 weeks < 9 months
Binding by the student of 5 copies (candidate, department, DPS, sponsor, library) of the Dissertation after approval by the KCMC University SENATE according to the University format. This is a prerequisite for graduation.	November, the 1st

APPENDIX 3: 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 (s) :	
Date of the Meeting:	

(i) Achievements since last Report (date of last report:……………………………..)

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

*: 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.			

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

(iii) Challenges encountered since the last report and <u>solutions found</u>

(iv) Supervisor comments: (Guidance, and evaluation of the student's progress since the last meeting.)

(v) Student's Self-Reflection:

(vi) Miscellaneous issues

Signatures

Candidate: Supervisor(s):

APPENDIX 4: EXAMPLES OF FORMAL PRELIMINARY PAGES SEQUENCING

1. Title page (see EXAMPLE)

2. Table of contents

3. Certification (see EXAMPLE)

4. Declaration and Copyright (see EXAMPLE)

5. Acknowledgements

6. Dedication (if any or necessary)

7. Abbreviations (alphabetical)

8. Structured abstract/summary

All these pages, except the title page, should be identified by conspicuous pagination in roman numeral

EXAMPLE OF TITLE PAGE

SUBOPTIMAL BLOOD PRESSURE CONTROL

 AND CHOICE OF HYPERTENSIVE DRUGS AMONG DIABETIC PATIENTS

 AT

KCMC TANZANIA

A Prospective hospital-based study

by

Gabriel Mbwete

A research proposal/dissertation submitted in partial fulfilment of the requirements for

the Degree of Master of Medicine (Internal Medicine)

of KCMC University.

KCMC University

June 2020

EXAMPLE OF CERTIFICATION PAGE

CERTIFICATION AND DECLARATION OF COPYRIGHT CERTIFICATION

The undersigned certifies that this research proposal/dissertation is the work of the candidate carried out during his/her MMed Postgraduate training under my direct and/or delegated supervision.

The undersigned certifies that he/she has read and hereby recommends for consideration by KCMC University of the KCMC University the research proposal/dissertation entitled:

SUBOPTIMAL BLOOD PRESSURE CONTROL AND CHOICE OF HYPERTENSIVE DRUGS AMONG DIABETIC PATIENTS AT KCMC TANZANIA

This research proposal/dissertation is submitted in partial fulfilment of the requirements for the Degree of Master of Medicine (Paediatrics and Child Health) of KCMC University.

…………………..….. …………………..

 Prof/Dr. XYZ Date

 Supervisor

EXAMPLE OF DECLARATION AND COPYRIGHT PAGE

DECLARATION and COPYRIGHT

I, Gabriel Mbwete, declare that this Dissertation is my own original work and that it has not been presented, and will not be presented, to any other university for a similar or any other degree award, and is not previously or currently under copyright.

…………………………….. ……………………………..

Signature Date

EXAMPLE OF ANTI-PLAGIARISM DECLARATION (during submission of Dissertation)

I, **Gabriel Mbwete**, 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 MPH/MSC/Mmed Program. 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 University which may include annulment of my degree.

_____ _____ _____

Student Name   Signature   Date

_____ _____ _____

KCMC University Legal Officer   Signature   Date

_____ _____ _____

DPS signature   Signature   Date

Dissertation Binding Guidelines

Hard Cover, dark blue color, words on the cover golden

(Back cover should look like this)

**KCMC University
P.O Box 2240, Moshi, Tanzania
Tel.+255 –(0) 27-2753616/ Fax: +255-027-2751351
Email:info@kcmcu.ac.tz/
Website:www.kcmcu.ac.tz**

APPENDIX 5: SUPERVISION AGREEMENT

KCMC University

SUPERVISION AGREEMENT

This Agreement is made on this ……Day of …………………………….

By and between:

Supervisor:
Name: ………………………………………………………………….
Position: …………………………………………………………..
Department: ………………………………………………………….
Institution…………………………………………………………..

Student:
Name: …………………………………………………………………..
Student ID: …………………………………………………………..
Program: ……………………………………………………………
Institution: …………………………………………………………..

1. Purpose of the Agreement
This Agreement outlines the roles, responsibilities, and expectations of both the Supervisor and the Student in the context of the Student's dissertation research.

2. Duration of Supervision
The supervision will commence on [Start Date]…………………………………………………
and will continue until the completion of the dissertation, expected by [End Date]…………….

3. RESPONSIBILITIES OF THE SUPERVISOR
The supervisors' roles and responsibilities shall, in addition, include the following:-
(i)   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;
(ii)   Ensure that the student maintains satisfactory progress, receives adequate advice and encouragement on coursework and research;
(iii)   Monitor, and evaluate student performance through a research plan, and a planned schedule of meetings;
(iv)   Ensure that the dissertation/thesis is of an acceptable standard for the intended degree program
(v)   Assess the level of plagiarism, based on guidelines specified in the University Anti-Plagiarism Policy, to ensure that the work has not breached plagiarism standards
(vi)   The supervisor shall be the custodian of the work submitted by his/her student in respect of non-violation of other research ethical matters

(vii) The supervisor shall ensure that the student has given his/her thesis/dissertation an appropriate title when submitting it for examination

(viii) The supervisor shall ensure that the student submits the thesis/dissertation of a standard acceptable for the degree and 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) 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.

(ix) guide the student in revising the thesis/dissertation in case of revision recommendations by Examiners.

(x) 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.

THE RESPONSIBILITIES OF THE STUDENT

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) Prepare and present relevant documents, including research Concept Notes, Proposals, and Manuscripts relevant to different research stages;

(iv) Attend formal meetings with the supervisors at the frequency recommended by the Department and the Directorate of Postgraduate Studies;

(v) 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;

(vi) 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;

(vii) Prepare and submit periodic progress reports as the Department and Directorate of Postgraduate Studies recommend;

(viii) Prepare, submit, and defend their dissertations/theses within the required period and by the regulations;

(ix) The student is fully responsible for the work and its fate;

(x) Publish research results in reputable journals that are acceptable to the University.

4. Meetings and Communication
- Regular meetings will be scheduled [minimum of monthly] to discuss progress and address any issues.
- Both parties agree to respond to emails and other communications within two weeks.

5. Confidentiality
Both parties agree to maintain the confidentiality of any sensitive information related to the research.

6. Conflict Resolution
In case of any disputes or conflicts, both parties agree to seek resolution through [specified process, e.g., mediation, institutional procedures].

7. Termination of Agreement
This Agreement will be terminated when the student defends and submits his/her dissertations/theses or earlier when there is disagreement or conflict between supervisor and student and it is sought to be necessary, the Supervisor to be replaced.

8. **IN WITNESS WHEREOF,** the parties here-to have duly executed this Agreement in the manner and the day and year here-in-after mentioned

Signature: _____

Supervisor's Name:_____

Academic Rank: _____

Department:_____

Date:_____

Signature: _____

Student's Name: _____

Academic Rank: _____

Programme: _____

Date:_____

Signature: _____

Witness Name:: _____

Academic Rank: _____

Programme: _____

Date:_____

APPENDIX 6: MASTERS DISSERTATION ASSESSMENT TOOLS

	# KCMC University POSTGRADUATE DISSERTATION ASSESSMENT

1. PROPOSAL ASSESSMENT

Title	
Name of Candidate	

Item	What to look for	Total = 100	Remarks
1. Format	• Compliance with Institutional and national guidelines • Summary, introduction, literature review • Problem statement, justification, aim • Broad and specific objectives • Methodologies, dissemination of results • Ethical considerations and limitations	Total score=5	
2. Scientific soundness	• Is the title in line with specific objectives? • SMART* (Broad and specific objectives) • Study design, research method, study site • Study population, sample size calculation • Inclusion and exclusion criteria • Data collection tools and procedures • Data management and analysis plan • Relevance of statistical evaluations • Dependent and independent variables • Clinical studies – compliance with GCP/GLP	Total score=30	
3. Significance and impact	• Does the project address an important problem or a critical barrier to progress in the field? • If aims are achieved, how will scientific knowledge, technical capability and/or clinical practice be improved? • How will successful completion of aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?	Total score=20	
4. Ethical Issues	(a) Recruitment procedures indicating justification for selected study population (b) Participants safety and welfare (c) Protection of vulnerable population (d) Risk to subjects and risk management plan (e) Potential benefits to subjects & others	Total score=20	

	(f) Approved and validated interventions/methods (g) Material and data transfer agreements		
5. Informed consent	Participants information and consent: (a) Informed consent and assent processes (b) Voluntary withdrawal criteria (c) Compensation and reimbursement criteria (d) Privacy and confidentially	Total score=20	

6.
 	
Budget
	(a) Capacity building and mentorship plans:
	   • Human resource development
	   • Equipment and technology transfer
	   • Mentorship and supervision
	(b) Overhead and coordination/administration costs
	   (c) Ethical clearance and permit fees
	   (d) Adequate funding
		Total score=5	

Committee Name	Signature	Date Submitted	Due Date
1.			
2.			

2. DATA COLLECTION AND ANALYSIS

Title	
Name of Candidate	

S/ No.	Criterion for Evaluation	Total Score	IE 1	IE 2
	1. Background & Literature Review Is the literature review comprehensive and up-to-date? Does it establish a clear and relevant background for the study?	5		
	2. Research Gap/Problem & Rationale Is the research problem clearly defined? Is the rationale for the study sound and well-justified?	5		
	3. Research Questions/Hypothesis & Objectives Are the broad and specific objectives clearly stated and achievable? Are the research questions or hypotheses well-articulated and testable?	5		
	4. Study Design, Methods, & Population Is the proposed study design appropriate for the research questions? Are the study area and study population clearly defined and justified? Are the research methods clearly described and logically consistent?	5		
	5. Sample Size, Sampling, & Data Collection Tools Is the sample size calculation justified and appropriate? Is the sampling method clearly described	10		

and free of bias? Are the data collection tools (e.g., questionnaires, interview guides) well-designed and validated?				
6. Ethical Issues Are all ethical considerations for the study addressed? Has the candidate secured or is in the process of securing approval from the KCMCU Research and Ethics Review Committee (KURERC)?	10			
7. Data Collection and Management What percentage of data collection is complete and does it align with the timeline? What challenges have been encountered during data collection, and how were they addressed? How is the collected data being stored, backed up, and secured to ensure confidentiality?	20			
7.1 Quality and Integrity What measures are in place to ensure the accuracy and reliability of the collected data (e.g., double data entry, regular quality checks)? How is the security and confidentiality of the data being maintained during collection and storage? Is there a clear system for tracking and managing data from its source to the database?	15			
8. Preliminary Data Analysis Has any preliminary analysis been performed on the collected data? What initial findings or trends are emerging from the data? Is the data analysis plan still appropriate, or have any adjustments been made?	5			
9. Supervisor and Committee Observations Does the candidate demonstrate a strong grasp of the research methodology? What is the overall impression of the candidate's progress and preparedness? Is the candidate on track to meet their research goals within the expected timeframe?	10			
10. Overall Progress & Next Steps Does the candidate demonstrate a comprehensive understanding of the project's next phases? Are the timelines for data collection and analysis realistic and well-planned?	10			

3. WRITTEN DISSERTATION

Title	
Name of Candidate	

	Item	Total Score	EE1	IE1	IE2	IE3	Average
1	Background, literature review	10					
2	Research gap/Problem & Rationale	10					
3	Research questions/hypothesis, broad objective and specific objectives	5					
4	Study design, methods, study area, study population	10					
5	Sample size, sampling, methods Data collection tools, and ethical issues	15					

6	Data analysis plan	10					
7	Results presentation	10					
8	Discussion and study limitations	15					
9	Conclusions and recommendations	10					
10	Adherence to KCMC University format	5					
	TOTAL	100					

4. VIVA VOCE ASSESSMENT

Title	
Name of Candidate	

	Item	Total Score	EE1	IE1	IE2	IE3	Average
1	Background & Literature review	5					
2	Study problem & Justification	5					
3	Research questions, aims and objectives	5					
4	Study design & Study site	5					
5	Inclusion & Exclusion Criteria	5					
6	Sample size and Calculation	5					
7	Data Collection Methods, Tools & Procedures	10					
8	Data Analysis	10					
9	Results	15					
10	Discussion & Conclusions	15					
11	Recommendations	5					
12	Ability to respond to questions and scholarly argument	10					
13	Adherence to the KCMC University format	5					
	TOTAL	100					

Names of Examiners	Signature
EE	
IE1	
IE2	
IE3	

5. ASSESSMENT RECORD AND DISSERTATION DISPOSAL SHEET

FINAL SCORE

93

PROPOSAL 20%	DATA COLLECTION 20%	WRITTEN DISSERTATION 50%	DEFENSE	TOTAL

DEFINITE RECOMMENDATION FOR THE WRITTEN DOCUMENT

SCORE	RECOMMENDATION	MEANING	SUBMISSION	Tick
75-100% - A	(a) The dissertation passes as it is.	Subjected to correction of typographical errors	One week	
70-74% – B+	(b) The dissertation passes subject to minor revisions to the satisfaction of the supervisor and Head of Department.	Above + minor improvements or corrections	One week	
60-69% - B	(c) The dissertation passes subject to major corrections and revisions as indicated in the examiners' report to the satisfaction of the internal examiner and external examiner/ moderator.	As above + major improvements	4 weeks	
50-59% - C	(d) The dissertation is not accepted but may be re-submitted for re-examination by both internal examiner and external examiner/ moderator.	Above + re-analysis + re-arrangement of results	9 months + UE Defense	
40-0% - D	(e) The dissertation is rejected outright.	Unacceptable	Repeat a year	

Agreed recommendation:

Head of Department: NAME AND SIGNATURE	External Examiner: NAME AND SIGNATURE

APPENDIX 7: CHECKLIST FOR THE WHOLE PHD TRAJECTORY.

ITEM	TICK OFF/Comment
REQUIRED: Master's degree; minimum pass at B level;	
Application to the Vice chancellor, KCMC University	
Certified transcripts of secondary school, first and second degrees	
Completely filled in application form plus enclosures (CV and letters of 3 referees)	
Sponsorship guaranteed in writing	
Payment of application fee	
Preliminary research proposal according to prescribed format (see KCMC University PhD guideline) with maximum of 15 pages and signed endorsement by prospective internal supervisor	
Oral Presentation of concept note, review within 30 days	
CVs of internal and/or external (co)-supervisor(s)	
Detailed plan of training courses to be followed during year 1, 2 and 3	
Full proposal developed within 6 months, orally presented and scored	
Full research proposal approved and signed by internal and external supervisors to be submitted through the DPS to the Vice chancellor of KCMC University before the end of the 1st 6 months	
Full research proposal approved by the department	
Ethical clearance(s) obtained	
Regular (at least quarterly) recorded and signed meetings with (co)-supervisors	
Twice a year formatted progress reports to the KCMC University by the candidate, also signed by (co)-supervisor(s)	
At least three oral presentations based on each objective within the 2 years after proposal approval	
Required: a minimum of 2 published (or accepted with proof) papers in peer reviewed scientific journals. One publishable manuscript. In at least 2 papers the candidate is 1st author or equal contributor and in the other(s) the candidate can be 2nd or last author	
PhD book: according to prescribed format (see KCMC University PhD guideline)	
Submission of the final version of the PhD book, signed and approved by the (co)-supervisors: via the supervisor with a covering letter to the Vice chancellor through the DPS Committee	
Manuscript Committee (PhD Examiners) of at least 3 members (Professors or PhD holders), nominated by the KCMC University and approved by the KCMC University; one of the KCMC University members will be the secretary; at least one comes from outside the KCMC University. A member from outside the KCMC University will also be the external examiner	

Manuscript Committee (PhD Examiners) either accepts or rejects the manuscript and reports their verdict through its secretary within 6 weeks to the office of the DPS	
The external examiner reports also within 6 weeks to the office of the DPS according to the prescribed assessment scheme. This report will be handed to the candidate after the Viva Voce	
The Defence Panel will be appointed by the KCMC University after approval by KCMC University. The Defence Panel consists of the same members as the Manuscript Committee, with 4 additional academic members, either from KCMC University or collaborating universities (professors or PhD holders)	
After acceptance and receipt of the external examiner's report the date and venue for the Viva Voce defence, can be planned	
Also the internal examiners write a report that will be handed to the candidate after the Viva Voce.	
Invitation to - at least - other Universities	
Invitation to other PhD candidates at the KCMC University	
Report of any misconduct	
See PhD file for assessment form, verdict form and special PhD prayer	
Grading scheme: A = 70-100% B$^+$ = 60-69% B = 50-59% C = 40-49% Fail supplementary D = 0-39% fail total rejected start new topic.	
After A and B$^+$. typographic errors and/or minimal improvements/corrections	revised manuscript to be submitted after two weeks
After B . typographic errors and improvements in a few small well defined areas	revised manuscript to be submitted after four weeks
After C . typographic errors and improvements / corrections in several well-defined areas	revised manuscript to be submitted after eight weeks
After D . the dissertation is not accepted because it needs major revision under guidance of the supervisor, including re-analysis of the data in some parts, rearrangement of the results and discussion and other major improvements	revised manuscript to be submitted after four to six months and a second Viva Voce is necessary
The results of the defence must be sent in writing to the Vice chancellor, School Board, (co-)supervisors and the candidate by the DPS, also explaining the steps to be taken, with a timetable.	
If applicable, the revised manuscript, accompanied by a letter from the candidate stating point by point the changes which have been made, shall be sent to the internal supervisor for final scrutiny (time frame see above). The revised manuscript will then after approval and signing by the supervisor be sent within 4 weeks to the office of the DPS, who in turn will ask for approval during the next scheduled KCMC University meeting. After approval by the KCMC Senate graduation can take place (see final binding).	
Copies will be bound by the candidate within two months - or so much earlier as is needed for graduation - in the standard blue KCMC	

University format (see sample at the DPS office), and six of these shall then be distributed to the candidate's department, the candidate's sponsor, the KCMC Library, the office of the DPS, DVC-ARC and the office of the Vice-Chancellor of KCMC UNIVERSITY. Final binding by the candidate is a prerequisite for graduation.	

APPENDIX 8: DETAILED PLAN OF PHD TRAINING COURSES

(To be filled by supervisor and approved by Senate Postgraduate Committee)

Name of candidate _____

Registration No. _____

PhD in_____

Mandatory courses

_____

_____

Extra courses

_____

_____

Other skills needed: _____

Research placement: _____

Any other comments:

_____

APPENDIX 9: FORMAT FOR A PhD RESEARCH PROPOSAL

Both the preliminary (maximum 10 pages from introduction not including references) and the final proposal shall have the following parts (typing must be one and a half spaced, printed on **both sides** of the paper, letter type and font: Times New Roman, font size 12):

a) Table of contents (from here roman pagination)
b) Certification
c) Acknowledgements
d) Abbreviations (alphabetical)
e) Composition of the research group, both internal (KCMC UNIVERSITY) and external (co-) supervisors, listing qualifications and contributions by each
f) Executive structured summary, mentioning background, aims and objectives, methods, time frame and total budget required
g) Introduction (from here Arabic pagination)
h) Background/literature review
i) Literature search strategy
j) Problem statement, justification/rationale, research questions/hypotheses, broad and specific objectives and outline of the research programme
k) Materials and methods for each of the specific objectives, mentioning inclusion and exclusion criteria
l) Expected outcomes per stated specific objective
m) Plan of action and time frame
n) Ethical considerations.
o) Budget and evidence of sufficient financial support.
p) References (Vancouver or Harvard)
q) Study protocols (for final proposal)
r) Study tools including consent form (for final proposal)

Both the preliminary and final PhD proposal should specifically indicate how the minimum requirement of 3 papers in 2 or more different peer reviewed journals will be achieved. Compared to the preliminary research proposal, in the final PhD research proposal, all of the above items are worked out in full detail. For instance, for each of the 3-6 studies to be done within the research programme, all details have to be given of the operational aspects, time frame and budget.

APPENDIX 10: 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: 1st/2nd/3rd/4th/_____Reporting date:_____

Ethical clearance obtained?   YES / NO _____. If yes, mention date

obtained:

_____. If no, state when you will renew:

_____

Courses attended/publications/teaching activities/presentations:
   a) Cumulative list of mandatory courses followed (from start of the project)
   (List them)

   _____

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

   _____

   c) Cumulative list of publications (from 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 last report and <u>solutions found</u>

_____

Miscellaneous

_____

Signatures:

Student: _____   **Date:** _____

Supervisor: _____   **Date:** _____

APPENDIX 11: CONTENT OF PhD BOOK/MANUSCRIPT

The PhD book shall have the following composition:

(i) Initial formal pages, comprising:
   (a) Title page according to an agreed format for PhD's at KCMC University : title of the PhD, name of student, official wording that this work is for obtaining a PhD degree at KCMC UNIVERSITY.
   (b) Second page: certification and listing supervisors(s), co-supervisor(s) and members of the Manuscript Committee
   (c) Third page: mentioning of any persons the work is devoted to
(ii) Table of contents
(iii) Abbreviations (alphabetical)
(iv) Chapter 1: Introduction and outline of thesis, with research questions for each of the studies to be presented in the following paragraphs
(v) Chapters 2-4 or more: Individual research papers. Generally, each of these follow the usual format for a research paper / scientific article as sent for publication to a scientific journal: Summary, Introduction, Methods, Results, Discussion, References, and Acknowledgements.
(vi) Chapter 5 (or higher number, depending on number of research papers in preceding paragraphs): General discussion and directions for future research. In this chapter the student discusses the whole research and suggests avenues for future research in the field of the PhD.
(vii) Summary in Kiswahili. If needed, a summary in an additional language may be added in case of international collaboration with non-English speaking partners.
(viii) Acknowledgements.
(ix) Curriculum Vitae of the student.
(x) List of publications of the student

Each of the chapters 1 –5 (or higher) will have its own reference list. When only an abstract/summary and not the full article of the referenced literature has been read, it should be stated by adding (abstract) at the end of the reference.

APPENDIX 12: INSTRUCTIONS ON THE FORMAT OF THE PhD BOOK

1.   Typing
     The thesis must be typewritten or printed on good quality A4 paper, using a word processor, and should be accompanied by a CD. Typing must be 1 ½-spaced, on both sides of the paper, font size 12 and letter type-Time New Roman.

2.   Pagination
     Paginate the preliminaries (the portions preceding the introduction) in lower case roman numerals (i, ii, iii, iv, etc.), excluding the title page. For sequencing of preliminary pages see APPENDIX 14. Number pages of the body of the thesis in Arabic numerals (1, 2, 3, etc.) consecutively throughout. The page numbers should appear just below the centre of the upper margin.

3.   Margins
     The left-hand margin must be 4.0 cm from the left edge of the paper, the right-hand margin 2.5 cm from the right edge, the top margin 4.0 cm from the top of the page, and the bottom margin 2.5 cm from the bottom edge of the paper.

4.   Title page
     The title (front) page must be arranged as follows. Write the title of the thesis in CAPITAL letters, then the names of the student, followed by the words "***A thesis submitted in fulfilment of the requirements for the Degree of doctor of Philosophy in (Public Health, Clinical Medicine e.t.c) of KCMC University , and the month and year when the thesis was accepted***".

5.   Table of contents
     The table of contents is used instead of an index and should, therefore, be analytical and refer to specific pages. If there is to be a list of tables and/or figures, it should be on a page by itself and arranged in the same general format as the table of contents. Any table legends should be listed in the appropriate pages. Any list of illustrations should also be placed on a page by itself and arranged in the same general format as the table of contents.

6.   Supervisor's certification
     The second page, signed by all supervisors, should contain a statement that he/she has read the thesis and found it to be in a form acceptable for examination. This should be done before the initial submission of the thesis and again before the final submission.

7.   Declaration by the student
     Every thesis submitted for a higher degree of KCMC University must be accompanied by a declaration by the student to the satisfaction of the Senate, stating that it is the student's own original work and that it has not been submitted for a similar degree in any other university or copyrighted publication.

8.   Statement of copyright
     The thesis shall contain a statement of copyright by the author, which reads:
     "This thesis is copyrighted material of Kilimanjaro Christian Medical University KCMC University (A Constituent KCMC University of KCMC University). It may not be reproduced or stored in any form or by any means of electronic, mechanical,

photocopying, recording or otherwise, in full or in part, without the prior written permission of the Director of Postgraduate Studies, Kilimanjaro Christian Medical University KCMC University on Behalf of the University".

9. **Acknowledgements.**

In this section the student may acknowledge the people or institutions that rendered support or other help, which made the execution of the thesis possible.

10. Dedication. A dedication (if any) may be added.

11. Abbreviations (alphabetical)

12. **Abstract**

The abstract should be **structured (obligatory subheadings are: introduction; objective; methods; results; discussion; conclusion)**, concise but comprehensive, i.e. comprising the essential points of the thesis. It should be no more than **250 words** and without abbreviations.

13. **Key words:** maximally 5 key words have to be added, which highlight where the thesis is about. These key words will be used in the KCMC University thesis database for easy retrieval by future Master students and other researchers.

14. References

Except for the published papers which follow the journal's style, all the literature (articles, books, reports, websites, abstracts etc.) cited in the text must be arranged in the reference list in a **consistent** manner, using Vancouver, which uses in text: (1), (2), (3) etc. or Harvard style, which uses in text: "*author* and *author* (year) reported…." or "*author, author & author* (year)" or with 4 or more authors: "*author* et al (year)", as used in leading medical journals, for instance the Lancet. When one author is referenced more than once in the Harvard style reference list, it should be in a chronological order. If it is more than once in the same year and it cannot be distinguished otherwise, it should be referenced as e.g. 2008a, 2008b. All references cited in the text (and no other) must be in the reference list. No references should be added to the references list that are not quoted in the text. All references should be easily **retrievable**. It is strongly advised to use a reference manager software programme. When only an abstract/summary and not the full article of the referenced literature has been read, it should be stated by adding "(abstract)" at the end of the reference.

Examples of Vancouver style references

1. Journal article
    a. **6 Authors or less**: Vega JK, Oina A, Krevsky B. Heart transplantation is associated with an increased risk for pancreato-biliary disease. Ann Intern Med 1996; 124:980-3.
    b. **More than 6 authors**: Parkin DM, Clayton D, Black RJ, Masuyer E, Friedl HP, Ivanov E, et al. Etc as (a) above.
    c. **Institute as author**: The Cardiac Society of Australia and New Zealand. Etc as (a) above.
    d. **No author**: Cancer in South Africa [editorial]. S Afr Med J 1994; 84:15.
2. Book/monography

a. **Book with e.g. 2 authors**: Norman IJ, Redfern SJ. Mental health care for elderly people. New York: Churchill Livingstone; 1996.

b. **Chapter in book**: Phillips SJ, Whismant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, eds. Hypertension: pathophysiology, diagnosis and management. 2nd Ed. New York: Raven Press; 1995. P.465-78.

c. **Institute as author**: WHO. Mental disorders in primary care; a WHO education package. Geneva: WHO, 1988.

d. **Dissertation/thesis**: Kaplan JS. Post-hospital home health care. [Dissertation/thesis]. St. Louis (MO): Washington Univ.;1995.

3. Weblink

   a. The Lancet. The Lancet series on global mental health in 2007. http://www.thelancet.com/online/focus/mental_health (accessed Aug 27, 2008)

   b. Nash D, Katyal M, Brinkhof M. Long-term CD4 response to potent ART among ART-naïve patients in several low-income countries. 15th Conference on Retroviruses and Opportunistic Infections, Boston, USA, Feb, 3-6 2008: abstract 126, http://www.retroconference.org/2008/abstracts/31581.htm (accessed June 9, 2008)

Examples of Harvard style references

1. Journal article: **all** authors are mentioned

   a. Vega, JK, Oina, A & Krevsky, B 1996, 'Heart transplantation is associated with an increased risk for pancreato-biliary disease', *Annals of Internal Medicine,* vol.124, no. 4, pp. 980-983.

   b. **Institute as author**: The Cardiac Society of Australia and New Zealand 2008, Etc as above.

   c. **No author**: 'Cancer in South Africa [editorial]' 1994, *South African Medical Journal,* vol. 84, no. 6, p. 15.

2. Book/monography: **all** authors are mentioned

   a. **Book with e.g. 2 authors**: Norman, IJ & Redfern, SJ 1996, *Mental health care for elderly people*, Churchill Livingstone, New York.

   b. **Chapter in book**: Phillips, SJ & Whismant, JP 1995, 'Hypertension and stroke', in Laragh, JH & Brenner, BM (eds), Hypertension*: pathophysiology, diagnosis and management*, 2nd edn, Raven Press, New York.

   c. **Institute as author**: WHO 1988, *Mental disorders in primary care; a WHO education package*, WHO, Geneva.

   d. **Dissertation/thesis**: Kaplan, JS 1995, Post-*hospital home health care*, PhD thesis, Washington University, St. Louis.

3. Weblink

   a. The Lancet 2007, *The Lancet series on global mental health,* http://www.thelancet.com/online/focus/mental_health, accessed 27 August 2008

b. Nash, D, Katyal, M & Brinkhof, M 2008, *Long-term CD4 response to potent ART among ART-naïve patients in several low-income countries*, 15th Conference on Retroviruses and Opportunistic Infections, Boston, USA, 3-6 February 2008, abstract 126, http://www.retroconference.org/2008/abstracts/31581.htm, accessed 9 June 2008

APPENDIX 13: NOTICE OF INTENTION TO SUBMIT A THESIS

TO BE SUBMITTED TO THE HEAD OF DEPARTMENT.

SECTION A: TO BE COMPLETED BY THE STUDENT

1) Name in full   _____

2) Department _____

3) Faculty/Institute _____

4) Degree registered for _____

5) Proposed title of thesis: _____

_____

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

    a. _____

    b. _____

    c. _____

    d. _____

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

8) Declaration on number of Published papers in Peer Reviewed Journals and Manuscripts:_____

_____

_____

_____

_____

Signature of Student: _____ Date:

SECTION B: TO BE COMPLETED BY SUPERVISOR(S) AND COSUPERVISOR(S)

9) We hereby confirm that the student is in the process of drafting his/her thesis and I/we are of the opinion that he/she should be in a position to submit the thesis within 3 months from now.

Name of supervisor: _____

Signature: _____Date: _____

Name of supervisor: _____

Signature: _____Date: _____

Name of co-supervisor:

Signature: _____Date: _____

Name of co-supervisor:

Signature: _____Date: _____

SECTION C: COMPLETED BY ACCOUNT OFFICE

The student does not have any outstanding fees.
The candidate does have outstanding fees amount to Tsh/USD_____

Name: _____   Signature: _____

Official Stamp

SECTION D: TO BE COMPLETED BY THE DEPARTMENT CHAIR

After consultation with supervisor(s) of the candidate, I propose to the Vice chancellor that the following be considered for appointment as external examiner for the student's thesis

Potential External Examiners

Attribute	**EXTERNAL EXAMINER 1**	**EXTERNAL EXAMINER 2**
Name:		
Institution:		
Qualification:		
Professional Rank:		
Area of Specialization:		
Publications in the past 3 years:		
Post Address:		
Email:		
Phone:		
Curriculum Vitae (attached)		

INTERNAL EXAMINER

Attribute	I. EXAMINER 1	II. EXAMINER 2
Name:		
Institution:		
Qualification:		
Professional Rank:		
Area of Specialization :		
Publications in the past 3 years:		
Post Address:		
Email:		
Phone:		
Curriculum Vitae (attached)		

APPENDIX 14: SEQUENCING OF PRELIMINARY PAGES

1. Title page   (see EXAMPLE below)
2. Table of contents
3. Declaration and copyright   (see EXAMPLE below)
4. Certification   (see EXAMPLE below)
5. Acknowledgements
6. Dedication (if any or necessary)
7. Abbreviations (alphabetical)
8. Structured abstract/summary

All these pages, except the title page, should be identified by conspicuous pagination in roman numerals.

EXAMPLE OF TITLE PAGE (Proposal)

THE SELF-HELP PRECEPT IN THE EXPANSION OF SECONDARY EDUCATION
AND THE QUALITY OF EDUCATION IN TANZANIA

Peter Maziku Maduki

A PhD research proposal submitted in partial fulfilment of the requirements for the Degree of Doctor of Philosophy (Paediatrics and Child Health) of KCMC University

Kilimanjaro Christian Medical University KCMC University

KCMC University
June 2011

EXAMPLE OF TITLE PAGE (Thesis)

THE SELF-HELP PRECEPT IN THE EXPANSION
OF SECONDARY EDUCATION
AND THE QUALITY OF EDUCATION
IN TANZANIA

A Case Study of Community Self-help
Secondary Schools in two Districts

A thesis submitted in partial fulfilment of the requirements for the Degree of Doctor of Philosophy (Paediatrics and Child Health) of KCMC University

KCMC University

by
Peter Maziku Maduki
June 2013

DECLARATION

I, Peter Maziku Maduki, declare that this thesis is my own original work and that it has not been presented, and will not be presented, to any other university for a similar or any other degree award, and is not previously or currently under copyright.

COPYRIGHT

_____   _____

Signature   Date

CERTIFICATION

The undersigned certifies that this thesis is the work of the student (Name) carried out during his/her training for a Doctor of Philosophy degree under my direct and/or delegated supervision.

The undersigned certifies that they have read and hereby recommends for consideration by KCMC University of the KCMC University the thesis entitled:

'THE SELF-HELP PRECEPT IN THE EXPANSION OF SECONDARY EDUCATION AND THE QUALITY OF EDUCATION IN TANZANIA'

in fulfilment of the requirements for the Degree of Doctor of Philosophy of the KCMC University , Kilimanjaro Christian Medical University KCMC University

i.   Students' signature

_____   _____
Peter Maziku Maduki   *Date*

ii.   Supervisors' signature

_____   _____
Prof/Dr. Peter Joshua Ngasa, PhD, Institution   *Date*
Mt. Meru University, Arusha

_____   _____
Prof/Dr. XYZ,   Date
Institution

iii.   Co-supervisors

_____   _____
Prof/Dr. XYZ,   Date
Institution

_____   _____
Prof/Dr. XYZ,   Date
  Institution

APPENDIX 15: ANTI-PLAGIARISM DECLARATION (during registration)

I, **Edson William Mollel**, 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 KCMC University which may include discontinuation from studies.

_____	_____	_____
Student Name	Signature	Date
_____	_____	_____
KCMC University Legal Officer	Signature	Date
_____	_____	_____
DPS signature	Signature	Date

APPENDIX 16: ANTI-PLAGIARISM DECLARATION (during submission of thesis)

I, **Edson William Mollel**, 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 KCMC University which may include annulling my degree.

Student Name	Signature	Date

KCMC University Legal Officer	Signature	Date

DPS signature	Signature	Date

APPENDIX 17: 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 evidences (e.g. certificate/ training time table)

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?

Plan for completion															
	2019	2020							2021						
	11-12	1-2	3-4	4-5	5-6	7-8	9-10	11-12	1-2	3-4	4-5	5-6	7-8	9-10	11-12
Experiments															
Training and courses															
Conferences															
Submission of articles															
Thesis preparation and submission															
Defence															

APPENDIX 18: HALF-TIME EVALUATION FORM

INSTRUCTION FORM FOR THE COMMITTEE

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

PROGRESSION PUBLICATIONS	
Very Good ☐	Comments and recommendations:
Satisfactory ☐	
Requires follow-up ☐	
SCIENTIFIC ACTIVITY - RESULTS	
Very Good ☐	Comments and recommendations:
Satisfactory ☐	
Requires follow-up ☐	
PROGRESSION TRAINING COMPONENT (# of credits)	
Very Good ☐	Comments and recommendations:
Satisfactory ☐	
Requires follow-up ☐	
PLAN FOR COMPLETION	
Very Good ☐	Comments and recommendations:
Satisfactory ☐	
Requires follow-up ☐	

Summary and evaluation of the candidate's progress:

<table>
<tr><td colspan="2"></td></tr>
<tr><td>Does the project have the necessary ethical improvements? (List any numbers)</td><td></td></tr>
</table>

This midway evaluation is **approved for one (1) credit point** in the training component for the PhD programme at KCMC University.		Yes
Date	Name, committee member	Signature
Date	Name, committee member	Signature

Guidance

The Half-Time Evaluation and Control is an important part of the institutional follow-up of the candidates' progress and contributes to the candidates being able to complete their thesis on time, improving quality of the PhD work and ensuring the candidate is publishing. The role of the committee is thus to give advice that can aid this, for example by suggesting measures to limit the scope of the work or adjust the direction of the thesis if deemed necessary. This form should be completed in a way that gives the department management information about each candidate's progress, related to his or her PhD period end date.

The individual parts of the form should be completed with comments on each section. Please find below some examples of considerations the committee could contribute.

PROGRESS (Publications)

How many articles are planned in the thesis?

How is the writing of manuscripts progressing?

When will the articles be finished (plan) and is the plan to submit any manuscripts in the thesis or will all articles be published?

Is the time plan for publications realistic in terms of submission of the thesis by the end of the PhD period?

Which changes could be made to aid progress?

SCIENTIFIC ACTIVITY – RESULTS

Is everything going to plan with the experiments/data collection?

Is the candidate experiencing any particular challenges with the scientific work?

PROGRESS TRAINING COMPONENT (# of credits)

How many credits have been approved already?

Has the candidate completed courses not yet approved?

Does the candidate have a plan for completion of the training component by 6 months before planned submission?

PLAN FOR COMPLETION

Does the candidate have a clear and detailed plan for further work?

Is submission by the end of the PhD period realistic?

SUMMARY

Which measures are recommended to ensure the candidate submits on time?

How can the department and supervisors support the candidate and ensure good progress?

Please note that the only reason for not approving the midway evaluation is that the candidate has not submitted the required material or has not prepared enough for the committee to get a sense of how far the candidate has come. Lack of progression is not a reason to refuse to approve the midway.

(Back cover should look like this)

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APPENDIX 19: THESIS SCORING TOOL

SCORING THE WRITTEN THESIS

S/N	Content of the report	Marks (%)
1	Background, literature review	5
2	Study problem and justification	10
3	Research questions aims and objectives	5
4	Study design, and study site	5
5	Inclusion and exclusion criteria	5
6	Sample size and calculation	5
7	Data collection methods, tools and procedures	10
8	Analysis (including statistics used)	15
9	Results	10
10	Discussion and conclusions	15
11	Recommendations	5
12	Ability to respond to questions and scholarly argument	10
	TOTAL	100

Resources

Handbook for standard and guidelines for University Education in Tanzania (TCU, 2019)
University Qualifications Framework (TCU, 2012)
Handbook for doctoral education (PhD) University of Bergen: Updated: 29.05.2020 (First published: 26.05.2020)