

CATHOLIC UNIVERSITY OF MBEYA
(CUoM)



**GENERAL REGULATIONS AND
GUIDELINES FOR POSTGRADUATE
STUDIES**

April 2025

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LIST OF ABBREVIATIONS AND ACRONYMS

APA	American Psychological Association
B.A	Bachelor of Arts
CA	Continuous Assessment
CUoM	Catholic University of Mbeya
CA	Continuous Assessment
DVCAA	Deputy Vice Chancellor for Academic Affairs
DPSRP	Directorate of Postgraduate Studies, Research and Publications
GPA	Grade Point Average
HEIs	Higher Education Institutions
HoD	Head of Department
IDs	Identity Cards
LL.B	Bachelor of Law
LL.M	Master of Laws
M.A&F	Master of Accounting and Finance
MBA	Master of Business Administration
Med(ES)	Master of Education (Educational Studies)
MEMaG	Master of Educational Management and Governance
PGDE	Postgraduate Diploma in Education
PhD	Doctor of Philosophy
PSRP	Postgraduate Studies, Research and Publications
TCU	Tanzania Commission for Universities
UE	University Examination

DEFINITION OF KEY TERMS

Appeal	Appeal shall mean review by Senate of its own previous decision based on new facts were not tabled and, therefore not considered in arriving at the first decision and/or if Senate had overlooked certain rules/laws in making the previous decision.
Conditional registration	Conditional registration shall mean partial registration for students who have not been able to meet registration requirements, including payment of tuition fees to the University.
De-registration	De-registration refers to withdrawal of the registration initiated by a student or the University subject to conditions provided under these regulations.
Deferment of admission	Deferment of admission shall mean delaying commencing studies for an admitted postgraduate student until the next academic year following the emergence of extenuating circumstances.
Freezing of studies	Freezing of studies shall mean stopping studies for a specified period of time where the period will not count into the student's registration period.
Graduation	Graduation shall mean a ceremony after satisfying two conditions: a) a student completes and passes all requirements of a programme and b) a student is presented in person or absentia before the Chancellor for an award of a registered programme.
Overstay	Overstay shall mean demonstrating unsatisfactory progress at one stage in the course of studies, leading to spending sixty (60) per cent of the normal time above the specified time for a particular stage in the course of studies.

Postponement of studies	Postponement of studies shall mean stopping studies for a semester or a full academic year where the period will count into the student registration period.
The Council	The means the Council of Catholic University of Mbeya.
The Senate	The Senate means the Senate of the Catholic University of Mbeya.
The University	The University shall mean the Catholic University of Mbeya.
Unauthorized material	Unauthorized material shall mean any written or printed material that is generally or specifically prohibited from being brought into the examination room.

PART ONE

APPLICATION, ADMISSION AND REGISTRATION

1.1 Mode of Application

1.1.1 All Applicants shall make an application for admission into postgraduate programmes at CUoM through an online application system.

1.1.2 There shall be one intake for postgraduate programmes, and the registration shall be at the beginning of the academic year, normally in October. The invitation for application shall run from February to September every academic year. Successful applicants will be notified immediately after the admission procedures.

1.1.3 All applications shall be submitted to the Directorate of Postgraduate Studies, Research and Publications through an online application system available on the CUoM website: www.cuom.ac.tz.

1.1.4 Applicants with foreign qualifications/certificates shall submit their certificates to the Tanzania Commission for Universities (TCU) for recognition. It is the applicant's responsibility to ensure this is done before the application cycle is completed.

1.1.5 Application into postgraduate programme is free.

1.1.6 Complete application (visit www.cuom.ac.tz) should be accompanied with TWO referee's recommendation dully filled forms/letters, and copies of academic transcripts, certificates and birth certificate.

1.2 Admission Regulations

1.2.1 The prospective students are requested to consult the Postgraduate Admission Guidebook prepared annually by TCU and CUoM Postgraduate Prospectus for a specific programme requirements to be admitted into CUoM postgraduate programmes. The documents can be accessed through: www.tcu.go.tz and www.cuom.ac.tz respectively.

1.2.2 Selection of students considers the qualifications of the applicants and the admission capacity for the programme.

1.2.3 Applicants are reminded that it is an offence to submit false information when applying for admission. Applicants who will submit forged certificates or any other false information will not be considered for registration, and appropriate legal actions may be taken against them.

1.2.4 Foreign applicants are required to submit their certificates and transcripts accompanied with the TCU certificate of recognition.

1.2.5 Postgraduate Diploma

- (i) For a candidate to be admitted to a Postgraduate Diploma programme he/she shall have attained at least a GPA of 2.0 or an average of a C grade at a postgraduate certificate or bachelor's degree.
- (ii) The University shall process provisional admission into a Postgraduate Diploma programme of a candidate who applied in the final year of the bachelor's degree and has completed degree requirements for admission but is still waiting for graduation/the final results.
- (iii) The Senate, through recommendations from the Directorate of Postgraduate Studies, Research and Publications (DPSRP) shall approve admissions into Postgraduate Diploma and submit to the TCU for verification.

1.2.6 Master Degree

- (i) A candidate to be admitted to a Master's Degree programme by coursework and dissertation at CUoM shall either hold:
 - (a) A bachelor's degree with a minimum GPA of 2.7 on a scale of five or its equivalent from an accredited Higher Education Institution (HEIs); OR
 - (b) A postgraduate diploma in a relevant discipline/area or equivalent with a minimum GPA of 3.0 on a scale of five or a "B" grade; OR
 - (c) A candidate who holds unclassified degrees [e.g. Doctor of Medicine (MD)] should have a "B" grade or above.
 - (d) For a candidate to be admitted to a Master's degree by Research (Thesis), he/she must have a minimum GPA of 3.5 at Bachelor's degree level. The candidate should also have evidence of research experience in proposal development, data analysis and report writing.
- (ii) The respective University organ shall process provisional admission into a Master Degree programme of a candidate who applied in the final year of the bachelor's degree and has completed degree requirements but is still waiting for graduation/final results or for approval by the Senate of the respective Higher Education Institution. The Senate shall have a right to revoke the provisional admission where the applicant ultimately, fails to meet the admission requirements.

- (iii) The Senate, through recommendations from the DPSRP shall approve admission into Master Degree and submit to TCU for verification.

1.2.7 Admission After Discontinuation from Studies/De-registration

A student discontinued from studies due to examination irregularities and/or willingly deregistered from studies may be considered for readmission upon making a fresh application into the programme provided that he/she will have stayed away for a period of one (1) year after leaving the programme.

1.3 Registration Regulations

1.3.1 Postgraduate Students admitted at CUoM shall be required to register for studies through an online registration process upon payment of the registration fees.

1.3.2 Registration shall be done in the first two weeks of the respective intake and academic year of study.

1.3.3 There shall be three categories of registration for new students and continuing:

- (i) Full year registration: Shall mean paying all annual tuition fees and other costs in full payable to the University;
- (ii) Semester/Partial registration: Shall mean paying 50% of tuition fees and all prescribed costs in full payable to the University;
- (iii) Conditional registration: Shall mean paying tuition fees and prescribed costs in full payable to the University after registration. This category is granted subject to the approval of the Deputy Vice Chancellor for Academic Affairs (DVCAA).

1.3.4 The non-fee costs, with exception of Identity Card, Graduation Fee and Caution money that are paid once, the Registration Fee, Examination Fee, Quality Assurance Fee, Students Union Contribution payable to the University shall be paid once in full at the beginning of each academic year.

1.3.5 All students shall be registered for studies at upon submission of the of the following:

- (i) Admission letter;
- (ii) Duly filled registration form;
- (iii) Originals and copies of academic transcripts and certificates (the originals will be returned to the candidate after verification);
- (iv) Two colored recent passport-size photographs;
- (v) Evidence of payment of fees payable to the University
- (vi) Original and a copy of Birth certificate;
- (vii) Sponsor's commitment letter (if applicable);

- (viii) Medical Examination form (issued by the designated CUoM Hospitals).

1.3.6 A candidate shall be registered using names as they appear on his/her Form 4 academic certificates (Certificate of Secondary Education Examination) or its equivalent certificates. No change of names shall be allowed during the course of study at the University.

1.3.7 The deadline for student's registration shall be two (2) weeks after commencement of the Semester in the respective academic year.

1.3.8 All admitted students shall be required to register for studies into the University Student Management System within two (2) weeks after commencement of semester/academic year.

1.3.9 The University shall issue Identity Cards (IDs) to registered students upon payment of all prescribed tuition fees and costs payable to the University. However, students with Conditional Registration shall be issued with provisional University IDs.

1.3.10 Unless it happens under compelling/unavoidable circumstances, no student will be allowed to postpone studies after commencement of an academic year. In such circumstances, still, the student shall have to produce convincing evidence for postponement. For the purpose of this section, unavoidable/compelling circumstances shall include:

- (i) Severe ill-health condition/Sickness;
- (ii) Serious social problem (each case shall be well thought-out based on its own worthiness);
- (iii) Sponsorship problem;
- (iv) Any other circumstance as may be determined by the relevant university organ.

1.3.11 Students who fail to pay the prescribed fee shall be advised to postpone studies/expelled from the University.

1.3.12 Loan beneficiary students from the Higher Education Students Loan Board (HESLB) shall be registered after paying direct costs to the University.

1.3.13 No candidate shall be permitted to complete his/her studies in less than the specified minimum duration for registration.

1.3.14 Registration duration for Postgraduate Diploma programme be twelve (12) months for full-time where the duration shall be divided into two (2) semesters to cover coursework and mini-research, respectively.

1.3.15 Registration duration for Master Degree programme shall be eighteen (18) or twenty-four (24) months for full time students, covering coursework and research followed by writing, defense, submission of a dissertation and publishable manuscript.

1.3.16 Maximum Duration for Registration and Overstay in One Stage of a Programme

- (i) No candidate shall be permitted to complete his/her studies in less than the specified minimum duration of the programme registration.
- (ii) Candidates who, for valid reasons, fail to complete their studies within the specified registration period may apply to the University through DPSRP for an extension of the registration period.
- (iii) The maximum duration of extended registration for each category shall not exceed twenty-four (24) months from the specified registration period stated in section 1.5 above. The extension shall be given at intervals of three to six (3-6) months.

1.3.17 Maximum period for Registration

- (i) The maximum period of registration for a Postgraduate Diploma shall be three years for full-time students.
- (ii) The maximum period of registration for a Master's degree shall be four years for full-time students.
- (iii) A candidate who fails to complete the study programme within the maximum period of registration shall be discontinued from studies.

1.3.18 Overstay in One Stage of a Programme

- (i) a) An overstay demonstrates unsatisfactory progress at one stage in the course of studies, leading to spending sixty (60) per cent of the normal time above the specified time for a particular stage in the course of studies within the registration period.
- (ii) b) The Senate shall approve the intermediate extension after a recommendation from the Faculty through the DPSRP.
- (iii) c) An overstay in one stage shall lead to discontinuation from studies unless applications for further extensions have been approved.
- (iv) d) All subsequent extensions after the expiration of the study duration shall be charged extension fees per month.
- (v) e) The extension fee may be reviewed by the University from time to time.
- (vi) f) A candidate who is discontinued from studies for a reason of expiration of the maximum registration period shall be informed in writing about such discontinuation. However, failure to access the letter of discontinuation shall not be accepted as a ground for appeal against the discontinuation decision.

1.3.19 Transfer of Registration

- (i) Transfer from one academic programme to another shall be allowed only if the candidate has the requisite admission criteria for the programme for sought programme and a vacancy is available in that programme.
- (ii) A candidate who wishes to transfer registration to another programme shall be required to write a letter to the DPSRP through respective Faculty.
- (iii) Transfer of registration shall apply only for candidates who have completed the registration process.
- (iv) No student shall be allowed to start studying the programme for which the transfer is being sought before the approval of the Senate and TCU endorsement.
- (v) A student shall not be allowed to transfer from one programme to another after the third (3rd) week of the first semester of the respective academic year.
- (vi) After the approval of the request by Senate and validation to TCU, a student shall be required to pay fees and related university costs of the new programme after the transfer.
- (vii) A student who seeks a transfer of registration shall pay a non- refundable fee as may be provided by the University management.

1.3.20 Credit Transfer Between Universities

- (i) Postgraduate student from other universities may transfer their credits to CUoM or from CUoM to other universities.
- (ii) Student credit transfer is allowed between universities only which are fully accredited or recognized by TCU.
- (iii) Only candidates meeting the minimum entry qualifications for a particular programme at CUoM shall be considered for transfer.
- (iv) Credit transfer can only be allowed if such credits have been obtained within a period of not more than two (2) years.
- (v) A transfer of a postgraduate student to CUoM shall take into consideration the availability of needed training resources, academic support, and supervision capacity.
- (vi) For the case of transfer of credits from other institutions of higher education for the purpose of graduation at CUoM, the candidate shall be required to earn at least 50 per cent of the total credits from CUoM courses.

- (vii) Applications for credit transfer shall be submitted to the Director of Postgraduate Studies, Research and Publications in writing, and attach copies of all required supporting documents.
- (viii) The Director of PSRP shall recommend to Senate all applications for credit transfer for registration at CUoM. The Senate shall approve the transfer of credits.

1.3.21 Deferment of Admission

- (i) Deferment of admission will not be entertained.
- (ii) Under such compelling circumstances (such as health, employer's demand and financial), the applicant who has been admitted at CUoM but unable to register in the respective academic year and intake may be allowed to defer his/her admission to the next academic year by submitting formal request to the Director of PSRP through the respective Dean of the Faculty.
- (iii) The deferment shall be for one (1) year only, and the candidate shall be required to pay 10% of the tuition fees to hold his/her admission, and the amount paid shall be part of the tuition fees for the next academic year on resuming, and non-refundable when the candidate fails to register for the subsequent academic year.
- (iv) Deferment shall be made by submitting formal request using prescribed form

1.3.22 Postponement of Studies

- (i) Postponement of studies shall mean stopping studies for a semester or a full academic year where the period will count into the student registration period.
- (ii) Except under special circumstances such as sickness, serious problems (each case to be considered on its own merit) or severe sponsorship problem and upon producing satisfactory evidence of the reason for the postponement, no student shall be allowed to postpone studies fourteen (14) days after commencement of a semester. Request for postponement of studies shall be submitted to the Director of PSRP and be approved by the Senate.
- (iii) Permission to resume studies must be sought from the Senate through the DPSRP.
- (iv) The maximum duration for postponement shall be only one year within maximum registration duration.

- (v) e) Failure to comply with terms of postponement shall result in discontinuation from studies and any monies paid to the University by the time of postponement shall not be refunded.
- (vi) Request for postponement of studies shall be submitted using prescribed form

1.3.23 Freezing of Studies

- (i) For any acceptable cause, a candidate failing to continue with studies, may apply for freezing of registration through Department and respective Faculty.
- (ii) The maximum allowable period for such freezing shall be THREE years.
- (iii) Freezing of registration may not be allowed for students during the coursework phase
- (iv) Permission to resume studies must be sought from the DVCAA using prescribed form.

1.3.24 De-registration

- (i) For any reason and at any period of study, a candidate may wish to withdraw his/her registration at the University.
- (ii) Permission for de-registration from studies shall be granted by the Senate through DPSRP after the student has applied and completed the deregistration form.
- (iii) The University shall de-register a student under the following conditions:
 - (a) If a student has been registered on the basis of incorrect information/details.
 - (b) If a student does not adhere to the deadline for extending registration without valid reasons.
 - (c) If a student has been expelled from the study programme on disciplinary reasons.
 - (d) Successfully graduated from studies.
 - (e) Deceased student.

1.3.25 All fees paid to the University by the de-registered candidate shall not be reimbursed.

1.3.25 A de-registered/discontinued student may apply for re-admission to the same study programme in the following academic year.

PART TWO

MODE OF ASSESSMENT OF STUDENTS

Postgraduate students' assessment shall constitute coursework and writing a dissertation. For a student to proceed from one stage of the programme to another, the candidate shall be required to fulfil the requirements outlined in the programme as stipulated in these guidelines. Generally, the programme evaluation shall constitute the following:

- (i) Coursework (Tests, projects, Assignments & University examinations);
- (ii) Dissertation/Thesis; and
- (iii) Publication(s).

2.1 Coursework Evaluation

2.1.1 Students registered for postgraduate diploma shall have to complete coursework (Continuous Assessment, Oral Comprehensive Examination, Final University Examination).

2.1.2 Students registered for a Master degree shall have to complete coursework (Continuous Assessment, Oral Comprehensive Examination, Final University Examination).

2.1.3 Continuous Assessment

There shall be continuous assessments in the form of various assignments such as term paper that will be done independently, assignments and tests in the first and second semester, leading to a Course-work (CW) grade. The CW shall consist of 50 per cent. The distribution of CW scores are prescribed in each programme course.

2.1.4 Written Examination

- (i) There shall be a written examination at the end of each semester, which shall be guided by the examination rules and regulations of CUoM. The examination shall carry 50 per cent of the final grade of the course.
- (ii) The CW and the written examination (that is, UE) shall make up 100 per cent.

2.1.5 Oral Comprehensive Examination

- (i) There shall be an oral comprehensive examination at the end of the course work phase prior to commencement of writing a dissertation. This will be done by each individual student under a panel of not less than three (5) members conversant in the specific

academic field. The duration will be 45 minutes. The objective of this oral comprehensive examination is to assess the gained competences of subject content. This examination shall be graded according to a checklist set by CUoM, leading to a pass or fail with a stand-alone status.

- (ii) All examinations shall be subjected to pre- and post-moderating process internally and externally to ensure quality. The faculties will select internal moderators with sound acceptable academic qualifications. They will also suggest names of External Moderators to the Deputy Vice Chancellor for Academic Affairs through the Director of PSRP, who will invite them to perform the task. Both internal and external examiners shall produce reports at the end of the exercise for discussion with department and faculty boards.

2.1.6 Dissertation and Defense Process

- (i) The student shall be required to carry out research, followed by writing a dissertation/thesis under the supervision of an internal supervisor. The supervisors and their students shall rigorously adhere to the research timeline as set by CUoM's Examination rules and regulations.
- (ii) A candidate shall be required to make, at least, two seminar presentations, one during the proposal writing stage and the other during dissertation stage before examination or submission of dissertation. This is meant to prepare the candidate for viva voce (oral presentation).
- (iii) The dissertation shall be examined externally and internally, guided by examination forms of items set by the University giving a numeral grade or a letter grade as presented in Table 1.
- (iv) The final award of the candidate shall have a GPA value and/or Grade.

2.2 Registration for Examination

2.2.1 Students shall not be required to do special registration for examinations. Registration shall be deemed complete after payment to the University of all required or prescribed fees per respective programme.

2.2.2 All students by coursework and dissertation programmes shall register for courses at the beginning of each Semester of a respective academic year.

2.2.3 A registered student who wish to postpone the examination must apply to the Dean of the respective Faculty hosting the programme through the

Head of the course offering Department for permission to do so two weeks before the commencement of the examination(s).

2.3 Eligibility for Assessment

2.3.1 The Dean of the Faculty may bar any candidate from being admitted to any examination of any subject or course where the student's attendance is below the minimum of 75 per cent of the prescribed contact hours for the respective course.

2.3.2 Students are required to complete and ascertain continuous assessment before they can be allowed to sit for the University Examination.

2.3.3 A student with unsatisfactory progress may be required by the Senate, on the recommendation of the relevant Faculty Board, to withdraw from the University or to repeat any part of the course before writing the examination.

2.3.4 Failure in an examination, including a session or semester examination may be regarded as evidence of unsatisfactory progress.

2.3.5 A student who sits for an examination for a course that has not been formally registered, the examination results shall be nullified.

2.4 Absence from Examinations

2.4.1 Any student who deliberately absents himself/herself from an examination or examinations without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from the University.

2.4.2 A student who is required to sit for a special examination shall be assigned a "PEX" (Postponed Examination) grade and one who, for satisfactory reasons, has not completed his/her coursework shall be assigned an "INC" (Incomplete) grade.

2.4.3 A student who has a "PEX" or "INC" grade in a course during any academic year is required to clear the course examination during the time of special examinations for that academic year. Except with the approval of the respective Faculty Board, a student who will not clear any "PEX" or "INC" grade at the time of special examinations will be considered to have absconded studies.

2.5 Preparation for Examination

2.5.1 The Head of Department must make sure that students are aware of all required examination procedures at the beginning of the course.

2.5.2 A candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written and practical examinations.

2.5.3 Each course will be examined at the time of its completion and a grade awarded. The grade will be based on a final university examination and a course work assessment. The coursework assessment and final university examination shall constitute the percentages as approved in the programme.

2.6 Examination Dates

2.6.1 Examinations in all Faculties shall be held at a time determined by Senate, which shall normally be at the end of each semester, subject to such exceptions as Senate may allow upon recommendation by a Faculty Board, as deemed appropriate.

2.6.2 A student who, for reasonable cause, was unable to present himself/herself in the ordinary examinations may, with the special permission of Senate or in that behalf the Faculty Board as the case may be, present himself/herself for examination at a time fixed for any supplementary examination.

2.7 Examination Irregularities

2.7.1 All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to the Senate Postgraduate Studies Committee or to the Faculty Board shall have power to summon the students and members of staff of the University, as it deems necessary and make decisions, subject to confirmation by Senate.

2.7.2 No unauthorized material shall be allowed into the examination room.

2.7.3 Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.

2.7.4 Any candidate found guilty of causing disturbance in or near any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.

2.7.5 Any candidate found guilty of commission of an examination irregularity and is aggrieved by the decision may appeal to the Senate in accordance with the provisions of regulation 6 of these Regulations.

2.7.6 In this regulation:

- (i) "Unauthorized material" includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of players, computers, soft drinks (except where water is permitted) and alcoholic drinks and any other material as may be specified from time to time by the DVC in charge of academics, the Dean of a Faculty;
- (ii) "Unauthorized absence from examination" includes going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;
- (iii) "Cheating in examination" includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.

2.7.7 The Senate may impose such a lesser penalty on a candidate found guilty of commission of an examination Irregularity, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate.

2.7.8 If cases of academic dishonesty are discovered after the candidate has been awarded a degree, the University shall have the power to withdraw the award.

2.8 Publication of Results

2.8.1 The University shall provide provisional results of candidates in every examination, arranged in a manner as prescribed by Senate or, in that behalf, as provided under internal examination regulations of the respective Faculty approved by Senate and not in conflict with these Regulations, shall be published by the Dean of the relevant Faculty soon after the Faculty Board meeting but the results shall not be regarded as final until they are approved by Senate.

2.8.2 The results may be published on notice boards and through information systems or websites where students can access them through their accounts. The anonymity of the student shall be protected in publishing results e.g. using the student's registration number rather than names.

2.8.3 Examination results shall be recommended by the Faculty Board to the Senate Postgraduate Studies Committee, and in turn the Committee shall recommend the results the Senate for approval.

2.8.4 Feedback on Coursework Assessment (CA) must be continuously provided to students and the cumulative CA marks shall be availed to

students before they sit for the University Examination. A copy of the students' CA marks shall be submitted to the Head of Department at the same time for further action.

2.9 Progress from Coursework to Dissertation

2.9.1 Candidates by coursework are required to pass a prescribed minimum number of 180 credits for Masters in examinations and attain a minimum overall GPA of 3.0 before proceeding to the dissertation stage.

2.10 Comprehensive and Defense Examination

2.10.1. Master students by Coursework and Dissertation at the end of the coursework part shall be required to do a comprehensive examination as prescribed by the Faculty before they can be allowed to proceed to the dissertation stage.

2.10.2 Masters by thesis students in addition to writing a thesis, they shall appear for a defense examination upon completing writing their thesis.

2.10.3 Guidelines for conducting defense examinations for Master's Degree by Thesis Programmes, Comprehensive examination are as in regulation number 4.5.1 (i-iv) of these regulations.

2.11 Certificates, Certification and Transcripts

2.11.1. The Senate shall issue certificates for degrees, Postgraduate diplomas or other awards to such candidates as shall be declared to have satisfied the appropriate Board of Examiners and shall have been recommended to and approved by the Senate for the conferment or grant of such degree, Postgraduate diploma, certificate or other award.

2.11.2 A certificate shall be issued only once for the same degree or award.

2.11.3. Upon application for a transcript, a student or former student shall be given a transcript of his/her academic performance record. The transcript shall be charged a fee as the Council may from time to time prescribe. Any finalist student desirous of obtaining a transcript(s) shall apply for a transcript(s), a clearance form and one passport size photograph for the preparation of transcript(s).

2.11.4. The final grades of all courses taken by a student shall be entered in the transcript.

2.11.5. A student is required to verify the grades/information on his/her transcript/certificate before accepting it. Once taken, no certificate/transcript shall be returned for correction.

2.11.6 A fee payable as Council may from time to time prescribe shall be charged for certifying each copy of a degree certificate and academic transcript.

2.12 Instructions to Candidates

2.12.1. These instructions should be read together with the above regulations.

2.12.2 All students sitting for examinations shall be in possession of a valid Student ID card, which is to be placed on the top right-hand corner of the desk throughout the examination for Invigilators to check. Students without their ID card shall not be permitted entry to the examination room.

2.12.3 Candidates must acquaint themselves with the seating arrangement for their respective examinations in advance.

2.12.4. Candidates are advised to be at the examination centre at least fifteen minutes before the commencement of the examinations.

2.12.5. Candidates will be admitted by the invigilator to the examination room ten minutes before the time the examination is due to begin. Papers will be placed ready on the desks before they enter.

2.12.6. No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination and no candidate will be permitted to leave the examination room until thirty minutes have expired.

2.12.7. At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator unless instructed otherwise. Candidates must remain seated till the Invigilator tells them to leave the room. Students may not be allowed to take any examination material out of the examination room.

2.13 Notes to invigilators and loss of original certificates

All General Notes and Instructions for internal examiners, notes to invigilators before, during and at the end of the examinations, cases related to loss of original certificates, relevant undergraduate regulations stipulated in the Academic regulations document and University Prospectus shall apply.

2.14 Examination and Assessment Procedure

2.14.1 The quality assurance activities at CUoM strive to ensure that the quality of the academic products (graduates) meets the stakeholders' expectations. To ensure that the quality is maintained, the programs are assessed both internally and externally to provide evidence on their acceptability, together with the University in its entirety.

2.14.2 There shall be Continuous Assessment (CA), End of Semester University Examination (UE), Oral Comprehensive Examination, and Dissertation and Viva voce Process. The composition, assessment mode and weight of the CA and UE shall be as described in the programme curriculum.

2.14.3 All examination results, in accordance with the University approved format, shall be submitted to the relevant Boards of the Department, Faculty and Senate for approval.

2.14.4 Candidates who fail in one or more examinations, but whose GPA is 2.7 and above shall be allowed to do supplementary examination(s) in the failed course(s).

2.14.5 Candidates who fail to attain a GPA of at least 2.7 shall be discontinued from studies.

2.14.6 A candidate who fails to obtain a GPA of 3.0 or above after supplementary shall be discontinued from studies.

2.14.7 Candidates who fail in any supplementary examination and have a GPA of 3.0 and above may be allowed to repeat the failed course(s) within the maximum registration period, and shall be allowed to proceed to the dissertation phase. However, such candidate must successfully complete coursework before submitting dissertation for examination.

2.14.8 A candidate must complete all required courses in the coursework part before dissertation phase.

2.14.9 Repeating of the failed course shall imply attending classes, doing all coursework administered prior to sitting for University Examinations and pay the due fees to be established by the University.

2.14.10 A maximum grade after supplementary or repeating of the course shall be "B".

2.14.11 There shall be no special registration of candidates for examinations. Registration shall be deemed complete after payment to the University of all required or prescribed fees per respective programme as well as academic qualification.

2.14.12 University Regulations applicable to processing of examinations, internal independent examination and external examination process shall all apply.

2.15 Grading System and Classification

2.15.1 Grading System and Classification shall be as follows according to the University's General Examination Regulations.

Table 1: Grading System

Numerical Score (%)	Letter Grade	Grade Point	Numeral Grade	Remarks	Certificate Class
70 – 100	A	5	4.5 - 5.0	Excellent	First Class
60 – 69	B+	4	4.0 - 4.4	Very Good	Second Class
50 – 59	B	3	3.0 - 3.9	Good	Pass
0 – 49	C	2	2.0 - 2.9	Fail	

2.15.2 All the marks are calculated out of 100%, whose interpretation is as follows:

- (i) Distinction A (70 - 100) Category
- (ii) Indicates that the candidate not only showed an outstanding performance, but also reached a deep, personal evaluation of the issue or problem, by personal reflection, study reading, and dialogue and that s/he shows promise of ability for research.
- (iii) High Credit B+ (60 - 69) Category
- (iv) It shows that the candidate revealed a better grasp of the material and a deeper, further understanding of the meaning.
- (v) Credit B (50 - 59) Category
- (vi) It indicates that the student has an average knowledge of the basic material in the course, and is able to handle the ordinary difficulties that can be posed.
- (vii) Fail C (0 - 49) Category
- (viii) The candidate demonstrates an unacceptable knowledge of the basic facts and ideas of the course and, hence, a failure status.

2.16 Academic Dishonesty

In these guidelines, academic dishonesty shall include but not limited to; plagiarism and (academic) cheating in any form of testing or assessing the student's progress and performance. The use of artificial intelligence means for the purposes of committing acts of cheating shall be construed as academic dishonesty.

2.16.1 Instances of Plagiarism

If the material or ideas given by the candidate are somebody's (published or not) and or are extracted through artificial intelligence, and the same candidate does not acknowledge, then, the student will be considered to

have committed an act of plagiarism. Instances of plagiarism in examinations or assessments shall generally include:

- (i) Handing in someone's work without permission;
- (ii) Copying sentences word-by-word from someone else's work, including fellow student's work without permission;
- (iii) Repetition with some alterations of selected word, phrases, sentences, or paragraphs from someone else's work without permission;
- (iv) Presentation of data developed or collected by someone without acknowledging the original researcher or source of the information;
- (v) Repeating ideas from someone else's work in one's own words without acknowledging the original source;
- (vi) Incomplete and inconsistent references to the source;
- (vii) Omitting the acknowledgement of sources in some parts.
- (viii) Use of materials generated through Artificial intelligence without proper acknowledgement

2.16.2 Detection of Plagiarism

- (i) The Supervisor shall verify the student's work to find out whether it is original or not by subjecting the same work to plagiarism-detection software approved by the University.
- (ii) The cut-off point for the purpose of these Guidelines shall be 30% with exclusion of genuine cases referred to in the text such as own publications, references, bibliography, and the preliminary pages. A dissertation with more than 30 per cent similarity shall signify incidence of plagiarism.

2.16.3 Disciplinary Measures

- (i) Where a student submits a dissertation for examination and is found plagiarised, his or her case shall be dealt with as per the CUoM Anti-Plagiarism Policy.
- (ii) Where a student is found to have plagiarised a coursework assignment, the examiner shall give the student a written warning through the head of department and shall be awarded a zero in the assignment. The highest marks to be awarded in the course shall be a "B" grade.
- (iii) Where students submit dissertations or thesis for examination and these are found to have been plagiarized, his/her case shall be presented to the relevant Examiners Board of the Unit where the student is registered and the Board shall make recommendations

to the Director of Postgraduate Studies for the matter to be dealt with as an examination irregularity in accordance with established Regulations of the University.

PART THREE

SUPERVISION OF POSTGRADUATE STUDENTS

3.1 Introduction

The research student's supervisor is a vital source of support, direction, and inspiration. In order to carry out his or her tasks and obligations in an efficient and right manner, supervisors must have a clear understanding of their job. The supervisor's role is to lead, inspire, and encourage rather than simply observe. To be effective, a supervisor needs to possess the necessary experience, expertise and "soft" skills. The postgraduate student must also try to generate excellent research outcomes. This means having a strong commitment to the research, putting in a lot of effort, and paying attention to the supervisor's advice.

3.2 Assigning Supervisors

3.2.1 The supervisor is the University's agent in ensuring that the candidate receives adequate advice, guidance and encouragement on the research project and the proposal/dissertation is reviewed critically for quality on a continuous basis.

3.2.2 The Head of Department shall carefully consider the supervisor's area of expertise, current workload, his/her qualifications, and supervision experience before appointment.

3.2.3 The Head of Department shall recommend two supervisors for each candidate and approved by the Faculty Dean.

3.2.4 All supervisors should be formally appointed by the respective Faculty and issued with appointment letters.

3.2.5 The cycle for allocation of research supervisors shall be determined by the Faculty Dean and communicated to the candidates.

3.2.6 The Head of Department shall communicate to the supervisors and students on the list of supervision.

3.2.7 Supervision load:

- (i) Every academic member with a PhD shall be eligible for the supervision of postgraduate students.
- (ii) If the supervisor is appointed outside CUoM shall be those with PhD.
- (iii) The maximum supervisor-student ratio is 1:10 per academic year and intake.
- (iv) The Head of Department and Faculty Dean shall monitor the number of students for each supervisor.

- a) The supervisor shall respond and provide feedback and or comments to students within two weeks since the date when a student submitted his/her work for comments.
- b) In order to ensure effective supervision, supervisors will be required to maintain records of frequency of consultations.

3.3 Training of Supervisors

The University through the Directorate of PSRP shall endeavor to provide training in supervisory skills including the “soft skills” (effective communication, relationship management, time management, life skills and conflict resolution), research philosophy and management, research ethics, and CUoM Examination Regulations and Postgraduate Studies Research Guidelines.

3.4 Supervision Allowances

3.4.1 As an incentive and token appreciation for the supervisor's work, the University shall pay supervision allowance to supervisors as prescribed by relevant authorities from time to time.

3.3.2 The supervisor shall be paid the prescribed allowance upon the student's completion of the dissertation.

3.5 General Duties and Responsibilities of Supervisors

The supervisors' roles and responsibilities shall include the following:

3.5.1 Support their students to choose and embark on appropriate research themes as well as mentor the students to work independently.

Ensure that a student maintains satisfactory progress in conducting dissertation.

Ensure that the student receives adequate advice and encouragement on the research project.

3.5.4 Ensure that the work being supervised is reviewed critically and on a continuous basis.

3.5.5 Guide a student to formulate an appropriate research proposal.

Approve the research proposal and dissertation/thesis before defence or final submission.

Maintain regular consultations with the student in order to discuss the research work progress and suggest solutions for protracted progress.

Ensure that the student submits a dissertation/thesis of an acceptable standard for the intended degree programme.

Advise and guide the student, not to write the dissertation/thesis for the student such that the work becomes a reflection of the supervisor.

3.5.10 A student is guided in revising the dissertation/thesis, in the event that such revisions are recommended by the examiners.

Informs the Head of Department, in writing, if he/she will be away for more than a month and therefore, be unable to supervise student accordingly.

3.5.12 Assess the level of plagiarism, based on the University Anti-Plagiarism Policy.

3.6 General Responsibilities of Supervisees

The responsibilities of the student with respect to dissertation/thesis shall be:

3.6.1 To develop an acceptable research proposal for the dissertation work.

3.6.2 To maintain regular contact with the supervisor(s)

3.6.3 To present a research proposal to the panel before being approved for commencing research data collection.

3.6.4 To prepare work plan for conducting research and submitting it to the supervisor for approval.

3.6.5 To maintain progress in accordance with the agreed work plan.

3.6.6 To prepare and submit reports on progress of the research to the supervisor and keep the records of the proceedings during all meetings with supervisor.

3.6.7 To make himself/herself aware of, and abide by Examination Regulations and the requirements of these Guidelines.

3.6.8 To avoid plagiarism.

3.6.9 To abide by the work plan so as to avoid unnecessary delays towards submission of the dissertation.

3.6.10 To exercise the highest level of maturity, honesty and integrity in all curricular activities.

3.6.11 To submit all forms and copies of dissertation/thesis to the department as required by these Guidelines

3.6.12 To publish research results, in collaboration with the supervisor, in accordance to these Regulations and Guidelines.

3.6.13 To ensure that progress reports are submitted on time as stipulated in these regulations.

3.6.14 To ensure that subsequent publications from a thesis/dissertation submitted for a degree of CUoM must contain a statement that the work is based on a thesis or a dissertation submitted to a degree of the CUoM.

3.6.15 It is the candidate's responsibility to ensure the authenticity, clarity and originality of the dissertation/thesis.

3.6.16 It is the candidate's responsibility to ensure that all requirement for the degree award are adhered to within the specified period of his/her postgraduate programme

3.7 Conflict Resolution during Supervision

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

- (i) A breakdown in communication between the student and the supervisor.
- (ii) Personal clashes and conflicts between the student and the supervisor.
- (iii) A hostile relationship between the student and the supervisor.
- (iv) Refusal by the student to follow the supervisor's advice.
- (v) Competence of supervisor is not reflecting the student's research.

3.7.2 When any of the above situations occurs, the supervisor and/or the student shall report the problem, in writing, to the respective Head of the Department with a copy to Faculty Dean and Director of PSRP. The Head of Department shall study the nature of the problem and recommend to the Faculty Dean and Director of PSRP, one of the following actions:

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

PART FOUR

PREPARATION AND SUBMISSION OF RESEARCH PROPOSAL AND DISSERTATION

4.1 Research Regulations

4.1.1 A student registered to pursue a Postgraduate Diploma shall be required to submit a research project report in partial fulfilment of the award requirements after successfully completing both coursework and research.

4.1.2 A student registered to pursue a Master degree by coursework and dissertation shall be required to submit a dissertation in partial fulfilment of the Master's degree requirements after successful completion of both coursework and dissertation.

4.1.3 A student registered to pursue a Master degree by coursework and dissertation is required to pass a prescribed minimum number of credits in examinations and attain a minimum overall GPA, as stipulated in their respective programme curriculum, before proceeding to the dissertation stage.

4.1.4 Each student shall be assigned supervisors by the respective department at the beginning of studies for guidance in the development of research proposal. The student shall be required to submit a concept note and a research plan to the department.

4.1.5 A postgraduate student shall be supervised by at least one (for Postgraduate Diploma) and a minimum of two (for Master Degree) experienced and qualified supervisor(s). In special cases, one supervisor may be allowed to supervise a Master student.

4.2 Dissertation Formatting and Style Requirements

4.2.1 A dissertation represents the conclusion of a major research project that should make contribution to knowledge in a given field of study. Generally, a dissertation reflects a learning experience for a student within the period of programme. To maintain a high standard of a student's work that is acceptable for a postgraduate degree, the University has developed a standard structure to assist students preparing their dissertations. For matters not covered by these guidelines, each student should consult other sources for additional clarifications. Where these other sources differ or conflict with these guidelines, this guideline shall prevail. The dissertation intends to provide an opportunity for the student to integrate classroom knowledge and practice and enable students to independent studies.

4.2.2 Candidates must follow the specifications laid out in these guidelines when preparing their research proposal for Dissertation. Except for special cases, a candidate who will NOT follow these specifications, his/her dissertation WILL NOT be accepted. Any questions or clarification on any

aspect of these arrangements and requirements shall be directed to the Director of PSRP.

4.2.3 The recommended style and format for research proposal and dissertation include the following:

(i) Language

Except for Postgraduate Degree in Kiswahili, the dissertation shall be written in English Language and shall use British English.

(ii) Font Style and Size

All texts must be written in "Times New Roman", must be typed in font size 12 except for tables, footnotes or other materials outside the main text whose font size should be 10.

(iii) Margins

- (a) The left-hand margin must be 4.0 cm from the left edge of the paper.
- (b) The right-hand margin must be 2.5 cm from the right edge.
- (c) The top margin must be 4.0 cm from the top of the page.
- (d) The bottom margin must be 2.5 cm from the bottom edge of the paper.

(iv) Typing and Spacing

- (a) The dissertation must be printed on good quality A4 (210 x 297 mm), acid free white quality paper.
- (b) Except for Tables whose texts should be single spaced, spacing for all other texts should be 1.5; and on one side of the paper only.
- (c) Except for texts in the tables, all other texts must always be justified.

(v) Paragraphs

Begin each paragraph and each sub-heading by hitting the Enter Key once (i.e., there should be one line between the paragraphs to separate them). The paragraphs should not be indented.

(vi) Capitalization and Bolding of Words

Students should as much as possible avoid unnecessary bolding and capitalization of words or sentences. But once they feel there is need to do that, the bolding and capitalization must be used consistently.

(vii) Proposals/Dissertation Title and its Chapters

- (a) Write the main title of the dissertation in capitals of bolded 14 font size. All other texts after the title, such as the author's name, should be in

- capitals and small letters, and should be in font size of 12, bolded and centered. The title of the dissertation must not exceed 20 words.
- (b) Chapters in the dissertation must be capitalized, centered and bolded using font size 12.
 - (c) Each new Chapter should begin on a new page.
 - (d) Chapter titles and other major headings shall be centered in bold face.
 - (e) Headings shall Not Exceed the 4th level.

(viii) Treatment of Abbreviations

Any subject should be stated in full, followed by an abbreviation or acronyms placed in brackets the first time it appears. For Example: When the name "Catholic University of Mbeya" appears for the first time in the texts, it will be written as Catholic University of Mbeya (CUoM), and in the subsequent citations only the abbreviation CUoM should be used. A list of abbreviations and acronyms used in the dissertation should be included in the preliminary pages of the document.

(ix) Quotations

Quotations of fewer than four lines can be incorporated into the texts and quotation marks should be used. Quotations of more than four lines are indented and aligned four spaces from the left margin. No quotation marks are required. The quotations should be single spaced, and should be in italics. If you want to omit some words in the middle of a sentence being quoted, it should be indicated by three dots. Also, an omission in a quotation following a complete sentence is shown by three dots. Also, an omission in a quotation following a complete sentence is shown by three dots.

(x) Tables and their Numbering

- (a) Tabular material of five or more horizontal lines is usually presented in the dissertation as a table. The texts in these tables should be single-spaced.
- (b) Students may put more than one table on the same page provided they are separated by four lines.
- (c) A table cannot be continued (broken) to the next page unless the titles re-appear in each table. The heading and the table itself are inseparable.
- (d) Tables should be referred to by their numbers and NOT by a phrase such as "the previous table" or "the next/following table".
- (e) Long tables should be placed in the appendix section.
- (f) Table numbering must be consecutive within chapters. For example, the first table appearing under Chapter One could be numbered as Table

1.1 and the second and the third ones as Table 1.2 and Table 1.3 respectively.

- (g) The number and the title of the table must appear on top of each table while the source of the material in that table should appear at the bottom of the table.
- (h) Capitalize only the first letter of the first word of the table-heading, except for proper names of things or abbreviations/acronyms in that table.

(xi) Figures, Diagrams, Graphs, Charts, Illustrations and Photographs

- (a) Any diagram, graph, or chart (including a photograph) is usually presented as a figure.
- (b) All figures should be written in full to describe what they are saying. For consistency purposes, they should be numbered and labelled in the same way as tables, with their sources and all other elaboration placed at the bottom of the figures. Unless the figures are big enough to deserve separate pages by themselves, they must be included in the texts.

(xii) Pagination

- (a) Paginate all preliminary pages in lower case Roman numerals, i.e., "i", "ii", "iii", etc., but not numbering the cover page and the title page.
- (b) Number the pages of the body of the dissertation in Arabic numerals, i.e., "1", "2", "3", etc., consecutively, and consistently.
- (c) The page numbers should appear centered at the bottom of each page.

(xiii) Length of the Proposal and Dissertation

- (a) The length of the proposal shall be 25 – 35 pages, excluding preliminaries and appendices.
- (b) The length of the dissertation shall be 80 – 100 pages with a tolerance of 20 per cent above this limit including footnotes and all appendices, except a conference paper/manuscript/published journal article.

(xiv) Referencing Style

Generally, CUoM follows the American Psychological Association (APA) Referencing Style using the most recent version. However, there is room for some disciplines (like the field of law) to use other referencing and citation styles. Either way, fifty (50) per cent of all citations should not be older than ten (10) years from the year of publication.

4.3 Components and Layout of Research Proposal

4.3.1 Title

The title should accurately reflect the scope and content of the study. In addition, it should be concise, simple and catchy in not more than 20 words for research proposal and dissertation. The title should be informative/descriptive, yet discrete and contains the key words of the proposal. Do not use terms like "Research into ...", "A Study of ...", etc.

4.3.2 Preliminaries

Research proposal material (preliminaries) shall be arranged in the following sequence:

(a) Cover Page

This bears a centered title of the research project in capital letters of 14 font size. For example, title of dissertation, author's name, month, year and caption.

(b) Title Page

Research Title – it should be: concise, simple, catchy (not more than 20 words).

Subtitle (if any).

Author/Student – name of the researcher (students: includes registration number).

Caption - degree requirements (For example: A Proposal Submitted in Partial Fulfillment of the Requirements for the Degree of Master of Business Administration of the Catholic University of Mbeya).

Date of Submission – month and year of study. For example: October 2025.

(c) Author's Declaration

For example: I, (name of the student, bold) declare that this proposal/dissertation is my own original work and that it has not been presented and will not be presented to any other academic institution for similar or any other degree awards.

Signature: Date:

(d) Certification by the Supervisor

For example: I, the undersigned, certify that I have read and hereby recommend for acceptance by Catholic University of Mbeya the proposal/dissertation entitled: ".....", (title of the research, italic,

bold) in fulfilment of the requirements for the degree of (For Example, Master of Business Administration) offered by the Catholic University of Mbeya.

Name:

Signature: Date:

(e) Copyright

For example: This proposal/dissertation should not be reproduced by any means, in full or in part, except for short extract in a fair dealing, for research or private study, critical scholarly review or discourse with an acknowledgement. No part of this proposal may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or the Catholic University of Mbeya.

(f) Table of Contents

Showing: Chapters, Sections and corresponding pages.

(g) List of Tables

Include titles of tables and their respective page numbers.

(h) List of Figures

Any diagram, graph or chart (including a photograph). Include their titles and their respective page numbers.

(i) List of Abbreviations/Acronyms/Symbols

Include all abbreviations/acronyms/symbols used in the research proposal/dissertation and their long form, separated by Tab Key.

4.3.3 Chapter Outline

Except for the field of law, the chapters of a research proposal will follow the following layout:

4.3.3.1 Chapter One: Introduction

a) Chapter Overview

This is a beginning section. It describes the scope of the chapter. The readers can have an idea about the contents of the chapter before they actually start reading it.

b) Background to the Problem

The section provides background information and a setting of the intended research problem. The section should show comprehensive literature review related to the problem; to show what other people have published on the problem (citing specific authors where appropriate), what gaps of knowledge still exist, and what additional research needs to be done. It requires evidence and conditions of the existing situations highlighting the gap(s) to make the reader feel the urgency of the problem as well as the need to study it in order to solve the problem or contribute to its solution.

c) Statement of the Problem

- (i) Should clearly state the nature of the problem and its known or estimated magnitude to its extent.
- (ii) Should include “knowledge gap” in its description.
- (iii) Link the problem to the national development priorities (e.g., the Tanzania Development Vision 2050, Five Year Development Plan), the regional (e.g., Regional Indicative Strategic Development Plan), and the Global Development Agenda (e.g., Sustainable Development Goals).
- (iv) Presents the reason behind the proposal, i.e., what will change when this research is done, or what would happen if the research is not done.
- (v) Refers to what has been detected and needs a solution in the practical or theoretical world.
- (vi) Should be concise and brief (not more than one page).

d) Research Objectives

(i) General Objective

It refers to the general intention of the research, and should spell out what the research is supposed to accomplish in relation to the title.

(ii) Specific Objectives

These are specific aims arising directly from the general objective of the research. For each specific objective there must be a method(s) to achieve it. The number of specific objectives should be three but not exceed four.

e) Research Questions

In case research questions are used, they should be investigative questions addressing the specific objectives. The number of

specific research questions corresponds with the number of specific objectives.

f) Hypotheses

Hypotheses are investigative assumptions which guide the study, and they should be testable. Usually are stated as null or alternative hypothesis and is applicable to the quantitative or mixed study.

g) Scope of the Study

The scope provides for the boundary of the research in terms of depth of investigation, content, unit of analysis, geographical coverage, time frame, and theoretical coverage.

h) Significance of the Study

This refers to the relevance of the study in terms of academic contributions and practical use that might be made from the findings. It should reflect on the importance of the study and advantages to be derived based the knowledge creation, technological or socio-economic value to the community.

i) Organization of the Research Proposal

Explain briefly the contents of the research proposal.

4.3.3.2 Chapter Two: Literature Review

This section deals with the analysis of existing literature on the subject with the objective of revealing contributions, weaknesses and gaps. The Literature Review should be according to the themes of the study and should reflect the objectives, hypotheses, methods and research questions based on empirical and theoretical literature review.

a) Chapter Overview

This is a beginning section. It describes the scope of the chapter. The readers can have an idea about the contents of the chapter before they actually start reading it.

b) Conceptual Definitions

Define the key terms of the study. Ideally, the terms are found in the titles, objectives to mention a few.

c) Theoretical Literature Review

The section examines the body of theory (or model) that has accumulated regarding an issue, concept, theory, and phenomenon. The theoretical literature review help establish what theories already

exist, the relationships between them, to what degree the existing theories have been investigated, and to develop new hypotheses to be tested.

d) Empirical Literature Review

This is a focused discussion of literary materials like previous researches, facts, figures, etc. Look at what previous researchers present and discuss. The candidate may use either chronological literature review or thematic literature review.

e) Research Gap

The candidate is required to identify something that remains to be done or learned in an area of research.

f) Conceptual Framework

In case a conceptual framework is used, a researcher will demonstrate a scheme of concepts (variables) which will be operationalized in the study so as to achieve the stated objectives. Frameworks are normally presented diagrammatically, and should be well explained. It is a description of major concepts of the study and relationship among them. The researcher's view of how the concepts/variables interact.

4.3.3.3 Chapter Three: Research Methodology

This is a detailed description of selected methods and should be presented in unambiguous terms. This section comprises of the following concepts:

a) Chapter Overview

This is a beginning section. It describes the scope of the chapter. The readers can have an idea about the contents of the chapter before they actually start reading it.

b) Research Philosophy

A researcher shall indicate and justify the philosophical position of the study.

c) Research Approach

A researcher shall indicate and justify the appropriate research approach namely qualitative, quantitative or mixed methods.

d) Research Design

This section describes the nature and pattern the research intends to follow, e.g., whether it is historical, descriptive, survey, experimental or quasi experimental, or cross sectional, etc.

e) Study Area

Description and justification of the geographical area or the location(s) where the proposed research will be carried out should also be given in this section.

f) Population and Sample Size

A researcher should describe the population from which samples will be selected.

(i) Population: A researcher shall indicate and justify the target population/sampling frame.

(ii) Sample Size: A researcher shall state the sample size of the representative elements/subject by justifying scientifically how it is derived.

g) Sampling Strategies

A researcher shall explain procedures for selecting representative elements/subjects from the population if data are to be collected through sampling. It should carefully be presented among random sampling and non-random sampling strategies.

h) Data Collection Methods and Instruments

A researcher will explain instruments and procedures to obtain data.

i) Data Analysis

This section explains methods for analyzing data.

j) Validity and Reliability

Trustworthiness and diagnostic checking.

k) Ethical Considerations

Ethics of the research here refers to the morals of the investigation or intervention as regards the minimal abuse, disregard, and safely, social and psychological well-being of the person, community and or animals, i.e., how the principles of consent, beneficence and justice are handled in the study. Include a statement of where ethical clearance has been or will be obtained.

4.3.3.4 References

This is a list of all works cited in the proposal and should be written according to the approved format. The approved format at CUoM is American Psychological Association (APA) Referencing Style (using the most recent version). It is however acceptable that some disciplines may use other formats other than APA as may be stipulated in curriculum document for such programmes. All sources cited in the text shall be included in the list of references. References shall be arranged in alphabetical order at the end of the proposal/dissertation.

4.3.3.5 Appendices

Appendices shall contain detailed data or information that explains the summaries provided in the main text. All appendices must be referred to in the text.

a) Field Work Timetable (Work Plan): Timetable of Activities: This is the schedule/time-table of activities covering the period over which the research is to be implemented. It could be presented in tabular form or in a Gantt chart. It is a valuable guide for evaluation of a research progress. Work plan is applicable in the research proposal.

b) Research Budget: This is the financial plan for implementation of the research. It should be clear, realistic and reasonable (affordable). It should be itemized according to the following: Equipment, Stationery, Materials, Travel, Subsistence, Research Assistance, Services (Secretarial, Photocopying, Printing, Binding), Dissemination (Publishing, Conferences, etc.), Others (Specify). Research budget is applicable in the research proposal.

c) Research Instruments: Such as Interview Guide, Observation Checklist, Questionnaires guide, etc. A researcher presents copies of the instruments and procedures used to obtain data. For example: Interview Guide, Questionnaires, Focus Group Discussion, Documentary Review.

d) Introduction Letter: A letter from CUoM confirming that a researcher is a student doing research.

e) Clearance letter from organization/firm/company: The students whose study area is entity/organization/firm/company shall attach a permit from the entity confirming that they were permitted to collect data.

4.4 Components and Layout of Dissertation

Except for the field of law, the component and layout of the dissertation will be as indicated below:

4.4.1 Preliminaries

- (i) Cover Page
- (ii) Title Page
- (iii) Author's Declaration
- (iv) Certification by Supervisor(s)
- (v) Copyright
- (vi) Dedication, if any
- (vii) Acknowledgements
- (viii) Abstract
- (ix) Table of Contents
- (x) List of Tables
- (xi) List of Figures
- (xii) List of Abbreviations/Acronyms/Symbols
- (xiii) List of Conference Manuscript(s)/Journal article(s)

4.4.2 Chapter One: Introduction

- (i) Chapter Overview
- (ii) Background to the Problem
- (iii) Statement of the Problem
- (iv) Research Objectives (General Objective and Specific Objectives)
- (v) Research Questions/ Hypotheses or both (mixed methods studies)
- (vi) Scope and Limitations of the Study
- (vii) Significance of the Study
- (viii) Organization of the Dissertation

4.4.3 Chapter Two: Literature Review

- (i) Chapter Overview
- (ii) Conceptual Definitions
- (iii) Theoretical Literature Review
- (iv) Empirical Literature Review
- (v) Research Gap
- (vi) Conceptual Framework (where applicable)

4.4.4 Chapter Three: Research Methodology

- (i) Chapter Overview
- (ii) Research Philosophy
- (iii) Research Approach
- (iv) Research Design
- (v) Study Area
- (vi) Population and Sample Size
- (vii) Sampling Strategies

- (viii) Data Collection Methods
- (ix) Operationalization of Variables (where applicable)
- (x) Data Analysis
- (xi) Validity and Reliability
- (xii) Ethical Considerations

Note: Detailed explanations of outline for chapters 1 to 3 are found in section 4.3 (research proposal).

4.4.5 Chapter Four: Presentation and Discussion of Findings

Presentation of the findings as captured during the study work and a deeper discussion of the research study findings in relation to the study objectives and research questions should be provided. Justification and critical analysis of the findings are expected. Besides, a researcher should make sure that; data analysis methods are applied correctly, results are well presented, and results of the analysis are clearly linked to the objectives, that is, results should lead to fulfilment of Research Questions or Research Objectives.

1. Chapter Overview

This is a beginning section. It describes the scope of the chapter. The readers can have an idea about the contents of the chapter before they actually start reading it.

2. Questionnaire Return Rate (where applicable)

Gives a proportion of the questionnaire that were distributed, returned, and used for analysis.

3. Demographics of the Respondents

Descriptive analysis/aspects (where applicable).

4. Presentation of Findings

- a) Specific objective 1
- b) Specific objective 2
- c) Specific objective 3, etc.

5. Discussion of Findings

- a) Specific objective 1
- b) Specific objective 2
- c) Specific objective 3, etc.

Note: The findings and results should be presented and discussed in relation to Research Objectives or Research Questions.

4.4.6 Chapter Five: Conclusions and Recommendations

This covers a brief summary of the findings from the study and the conclusion thereof. It also includes limitations of the study and areas for further research.

1. Chapter Overview

This is a beginning section. It describes the scope of the chapter. The readers can have an idea about the contents of the chapter before they actually start reading it.

2. Conclusions

The conclusion should be presented in relation to research objectives or research questions. It should also include the contribution to knowledge (knowledge extension).

3. Recommendations

Should be clearly stated, be derived from the conclusions, and mainly be directed to;

- a. Knowledge implication (what a new/modified knowledge contributed by the study).
- b. Policy implications (what and how the study informs policy makers).
- c. Recommendation to management practices (suggestions for addressing challenges faced by the organization and people).
- d. Theoretical implication (where applicable).
- e. Recommendations for further studies (areas that need further research or investigation).

4.4.7 References

4.4.8 Appendices

- a. Research Instruments (Questionnaires, Interview Guide, Observation Checklist).
- b. Introduction Letter – A letter from CUoM confirming that a researcher is a student doing research.
- c. Originality report (Plagiarism report).
- d. Research Permits from organization/firm/company.
- e. A conference paper/manuscript/published Journal article.
- f. Any other if applicable

4.5 Dissertation/Thesis Evaluation

4.5.1 The dissertation/thesis evaluation process shall comprise of four (4) stages, namely:

- (i) Pre-viva voce presentation.
- (ii) Examination of the document.
- (iii) Viva Voce Examination.
- (iv) Submission of final dissertation/thesis

Candidate shall pass each stage before s/he is allowed to proceed to another stage.

PART FIVE

EXAMINATION DEFENSE, DISSERTATION MARKING AND PUBLICATION

5.1 Preconditions

5.1.1 Candidate shall write a proposal and dissertation for which s/he shall have to appear for a defense examination.

5.1.2 The defense examination shall take place only after the supervisor(s) has/have been satisfied that the proposal/dissertation submitted by the candidate meets the standards stipulated under these guidelines. The candidate shall, through his/her supervisor(s) give a notice of intention to submit the dissertation/thesis to the DPSRP.

5.1.3 During defense examination, the questions to be asked shall basically focus on the candidate's research area. Questions in peripheral areas are also encouraged; they assist to establish the candidate's level of academic maturity on the dissertation subject matter.

5.1.4 The defense examination shall be administered physically and online for the date and time scheduled. The candidate student who wishes to defend his proposal or dissertation online shall communicate in writing to the Director of PSRP through the respective HoD and comply with instructions from panelists.

5.1.5 The cycle for defense examinations (proposal or dissertation) shall be determined by DPSRP and indicated in the University Almanac and communicated to the students.

5.2 Defense Panel

5.2.1 Panel for Master viva voce Examination

- (i) Members of the defense panel shall be constituted from members who are sufficiently qualified and experienced scholars in research or related area to examine the candidate.
- (ii) The viva-voce panel shall be composed of a minimum of:
 - (a) Three faculty members appointed by University Authority;
 - (b) Chairperson appointed by the University Authority
 - (c) External Examiner or representative appointed by University Authority;
 - (d) Internal Examiner who examined the thesis/dissertation;
 - (e) Head of Department where the student is registered/or his/her appointee;
 - (f) Research supervisor without voting power

- (g) Secretary to the panel without voting powers who shall be appointed by the Head of the Department where the student is registered.

5.3 Information Dissemination on Defense Examination

5.3.1 The HoD shall schedule for defense examination based on the defense cycle and University Almanac.

5.3.2 The candidate shall submit the research proposal/dissertation approved and signed by supervisor at least two weeks before defense.

5.3.3 The e-signature is only accepted for the supervisor who is residing outside the University but the student shall attach an approval email from the supervisor to HoD.

5.3.4 The HoD shall issue list of candidates appear for defense examination at least one week before.

5.3.5 The defense panelists shall be provided with copies of the candidate's dissertation document by the HoD at least one week before the date of the defense.

5.4 The Rationale for Defense Examination

5.4.1 The rationale behind defense examination shall be to ascertain that the presented dissertation fulfills the following criteria:

- (i) The proposal/dissertation is the original work of the candidate;
- (ii) The candidate has grasped the broader subject area of the study;
- (iii) Any weakness in the proposal/dissertation is adequately clarified by the candidate.

5.4.2 An explicit recommendation is made to the Senate as to whether the candidate should be declared to have passed or failed.

5.4.3 The defense panelists should as possible arrive at unanimous decision on the candidate's performance. Where panelists are unable to reach unanimous agreement as to whether the candidate has passed or failed, average of marks awarded by the Panelists will determine whether the same candidate has passed or failed.

5.5 Proceedings of the Master Defense Examination

5.5.1 Duration for the Master by coursework and dissertation shall not exceed two hours:

- (i) Maximum of 30 minutes for an oral presentation;
- (ii) Maximum of 75 minutes for question and answer/discussion;

(iii) Maximum of 15 minutes for deliberations.

5.5.2 The proceedings of the defense vetted by the panel Chairperson must be submitted to the department within two days after the date of the defense.

5.5.3 The final decision on the award of the postgraduate degree shall be made by the Senate on the recommendations of the Faculty Examiners Committee and the DPSRP.

5.5.4 Where a candidate fails the proposal/dissertation defense examination and resubmits the same for re-assessment the maximum grade to be awarded shall be a 'B' grade.

5.5.5 The dissertation rejected by the examiners after re-submission, shall not be accepted for re-examination at the University.

5.5.6 With exceptional of faculty members and students of CUoM, members of the public are allowed attending defense examination as observers under special permission by the University.

5.6 Recommendations after Defense Examination

5.6.1 At the end of the defense examination (proposal), members of the panel shall sign the defense results form and they shall give specific recommendations to the HoD on the candidate's performance as follows:

- (i) The candidate PASSES with or without minor or major corrections and be allowed for data collection (50% - 100%).
- (ii) The candidate FAILS BUT should be given another chance to resubmit and defend the proposal after eliminating the weaknesses detailed in the defense proceedings after one month (0 - 49%).

5.6.2 At the end of the defense examination (dissertation), members of the panel shall sign the defense results Form CM/PSRP/F.2 and they shall give specific recommendations to the HoD on the candidate's performance as follows:

- (i) The candidate PASSES and no additional corrections in the dissertation are required (100%).
- (ii) The candidate PASSES subject to making minor corrections and revisions in the dissertation as stated in the defense proceedings, within one month (70% - 99%).
- (iii) The candidate PASSES but referred to make substantial corrections and revisions as stated in the defense proceedings, within two

months, and the Supervisor shall certify that the corrections have been done as directed (50% - 69%).

(iv) The candidate FAILS but should be given another chance to resubmit and defend the dissertation after eliminating the weaknesses detailed in the defense proceedings within three months (0-49%).

5.6.3 The Chairperson of the panel shall submit to the HoD a comprehensive report approved by the defense panelists, detailing defense proceedings.

5.6.4 The defense panel (proposal/dissertation) shall fill the respective forms in quadruplicate and distribution of copies to HoD, DPSRP, Supervisor and Student.

5.6.5 In tandem with this, each panelist in the defense panel members shall receive an honorarium at the rate approved by the University.

5.7 Publication of Research Paper and Faculties' Conference

5.7.1 The Master degree student shall prepare a manuscript and publish in the University Journals or other Journals recognized by the University.

5.7.2 The student who published a research paper in other Journals recognized by the University shall submit the same to the DPSRP through the Faculty Dean and the HoD for approval.

5.7.3 If the master degree student fails to publish a research paper before October shall present his/her manuscript in faculties' conference hosted by the University.

5.7.4 The student under guidance of supervisor shall prepare manuscript using prescribed form to be submitted/presented in the faculties' conference. The papers submitted/presented to the faculties conference shall be published in form of conference proceedings. Few articles that meet requirements shall be published in the University Journals.

5.7.5 The reviewers of the conference manuscripts shall be appointed by Faculty Dean and shall evaluate the manuscript using the prescribed form.

5.7.6 The publication or manuscript shall be related to the area or subject of the dissertation under examination and prepared within the study period.

5.7.7 The candidate's conference paper/Journal article submitted for the faculties' conference or published in other Journals recognized by

the University and approved by the Director of PSRP and HoD, shall be attached as appendix to the dissertation submitted for marking and Black Book.

5.7.8 All candidates shall participate in the conference proceedings upon payment of participation fee which covers paper review, venue, tea/coffee and lunch.

5.7.9 The conference participation fee as may be determined by the University management.

5.8 Dissertation Marking

5.8.1 The dissertation with PASS status on the defense examination shall be submitted for grading.

5.8.2 Before final submission, the candidate will submit two loose-bound (spiral bound) copies for the final marking.

5.8.3 The markers shall use the prescribed form to grade the dissertation.

5.8.4 The cycle for dissertations marking shall be determined by the DPSRP and indicated in the University Almanac.

5.8.5 Each Marker shall prepare a summary score sheet using prescribed form for reports he/she marked (whether 1 or 2 marking). The summary shall be submitted to the DPSRP through HoD, and be used for verification of the results.

5.8.6 The highest marks for the dissertation (document examination) shall be 65% whereas remaining scores (35%) shall be for the defense/oral examination.

5.8.7 The defense examination and document examination shall be assessed out of 100% and the final scores shall be obtained by computing the average scores for defense, first marker and second marker.

5.9 Dissertations Review by External Examiner

5.9.1 The marked dissertations shall be reviewed by external examiners for the purpose of providing impartial view and independent advice.

5.9.2 The appointment and proceedings of external examiners shall be in accordance to the specific programme requirements.

PART SIX

PROOFREADING, EDITING AND PRINTING OF FINAL DISSERTATION

6.1 Proofreading and Editing

6.1.1 The candidate should ensure that his/her dissertation is checked and demonstrates high standards of accuracy. This shall be done through proofreading and editing. Issues to be checked shall include: layout, spelling, grammar, and sentences structures. Others shall be list of references, cross-references and sequences of numbers. In addition, figures, diagrams and tables shall be checked.

6.1.2 The candidate should note that, as a general rule, it is not the duty of Supervisor to proofread or edit the supervised work. If the dissertation requires editing, the Supervisor may advise the candidate of the need, and if appropriate, s/he may give advice on where to obtain assistance with typographical proofreading and editing.

6.1.3 The candidate is warned that the University is not responsible for the costs accrued from editorial works.

6.1.4 The candidate is responsible for ensuring that no changes are introduced to the intellectual content in the process of typographical editing.

6.2 Printing of Final Dissertation

6.2.1 The candidate shall observe all format and style requirements in accordance with these guidelines.

6.2.2 For purpose of enhancing similarity and compliance with formatting and style requirements, all candidates shall print the final dissertation (Black Book) in the Printing Unit of the University or any other external Printer approved by the University.

6.2.3 The candidate shall be responsible for printing cost of the Black Book.

6.3 Final Submission of Dissertation

6.3.1 After satisfactorily completing all recommended corrections, the candidate shall submit three hard bound copies of the dissertation to the respective HoD. One copy will be returned to the student, one will be given to the DPSRP and the third one will be deposited in the University library.

6.3.2 The final dissertations (Black Books) shall be submitted to the respective HoD at least 14 days before graduation using error free copy certification (Form CM/PSRP/F.7).

6.3.3 The student shall fill the error free copy and certified by DPSRP through HoD indicating that dissertation meets the formats and style requirements of the University.

6.3.4 Each copy shall be bound Black. Only the title of the dissertation, full name of the candidate, the degree for which the dissertation has been submitted, and the year of degree award, embossed in gold will appear on the cover page.

6.3.5 The spine of the dissertation shall be embossed in gold, bearing:

- (i) The surname and initials of the candidate;
- (ii) The degree for which the dissertation has been submitted;
- (iii) The year of degree award; and
- (iv) Should be in 14 font size.

PART SEVEN
INTELLECTUAL PROPERTY RIGHTS, ARTIFICIAL INTELLIGENCE,
INTERNATIONALISATION AND INDUSTRIAL LINKAGES

7.1 Intellectual Property Rights Contract

7.1.1 CUoM shall strive to develop and preserve the culture of academic integrity throughout the teaching and research undertaking. This shall be achieved through:

- (i) Enhancing the Research Ethics system in place and ensure its constant use and review.
- (ii) Ensuring that students and staff observe the principles in all academic activities including research, publications and dissemination.
- (iii) Ensuring patents are registered in accordance to the Patent Act of the Land.

7.2 Artificial Intelligence

7.2.1 CUoM shall embrace the use and application of Artificial Intelligence in different academic activities, including teaching, research, and assessment. Both students and Faculty shall be oriented on the use of AI in teaching and learning, research and innovation. This will be realised through:

- (i) Regarding AI as a source and tool for access to teaching and learning materials.
- (ii) Using AI for self- and peer learning among students and members of the academia.
- (iii) Using AI to generate research ideas and dissemination of research findings.
- (iv) Using AI for innovation and enhance critical thinking.

7.3 Internationalisation

7.3.1 CUoM shall strive to internationalization of postgraduate academic activities through different modes including staff-students exchange, research activities, conferences, workshops and networking. In order to accomplish this:

- (i) Postgraduate Programme curriculum shall be developed to embrace content of international relevance to attract foreign students and members of the academia.

- (ii) There shall be space for staff-student exchange programmes through facilitation of visitation from time to time as may be determined by established linkages.
- (iii) There shall be networking arrangements to allow collaborative research activities across the globe

7.4 Industrial Linkages

CUoM shall establish industrial linkages to harness experiences from individuals in work places. This shall be achieved through the following:

- (i) There shall be established relationships between related workplaces for students to undertake practical activities
- (ii) There shall be room for experienced/experts to share work experiences to the CUoM community through workshops, seminars and conferences
- (iii) Establish collaborations during programmes development and review processes between the workplace and CUoM.

PART EIGHT
EFFECTIVE DATE FOR COMMENCEMENT AND REVIEW

8.1 Effective Guidelines Date

These Regulations and Guidelines shall become operational upon approval by the Council of the Catholic University of Mbeya (CUoM).

8.2 Guideline Review

In the event that any provision in these Regulations and Guidelines is outdated, or a need to introduce new statements arises, such statements may be changed or modified at the directives of the Senate and approval of the Council. Under normal situation, these Regulations and Guidelines shall be reviewed in the cycle of every three (3) years.