TEOFILO KISANJI UNIVERSITY

"Training for Better Life"

HIGHER DEGREES PROSPECTUS FOR 2025/2026 ACADEMIC YEAR



A MESSAGE FROM THE VICE CHANCELLOR

Teofilo Kisanji University is owned by the Moravian Church in Tanzania. Its origin is a theological college established in the early 1960s. In 2004, the Moravian Church Leaders decided to transform the Theological College into a University. The University was granted a certificate of Provisional Registration in April, 2006 and a Certificate of Full Registration in September 2007. In 2010, the University received a signed charter and rules from the President of the United Republic of Tanzania.

The University has three faculties: the faculty of Humanities and Social Sciences which offers the following programmes: Bachelor of Divinity, Bachelor of Human Resources Management, Bachelor if Arts in Economics, Bachelor of Arts in Sociology, Bachelor of arts in Community Development and Bachelor of Arts in Social Work programmes; the Faculty of Education hass two programmes: Bachelor of Arts with Education and Bachelor of Languages; and the third is the Faculty of Science and Technology which was established in 2012/2013. It has the following programmes: Bachelor of Science with Education; Bachelor of Science in Environmental studies and Bachelor of Science in Computer Science.

The University also has the Directorate of Research, Consultancy and Post Graduate Studies which coordinates the University activities of research and , consultancy. It is also responsible for postgraduate studies. The University is committed to producing quality graduates who are competent and of high integrity. This calls for all students who join TEKU to ensure that they work hard to achieve their goals and the Nation's goal of producing quality graduates to contribute effectively to the development of this nation. Each student has to adhere to policies and regulations as stipulated in this Prospectus, the University Charter, TEKUSO Constitution, and Students' by-Laws. TEKU has sufficient and appropriate infrastructure, resources, and competent academic and administrative staff to enable students study comfortably and efficiently. The hostels, are well furnished and accommodate many students at affordable rates. Therefore, the hostels offer very conducive living premises for our students.

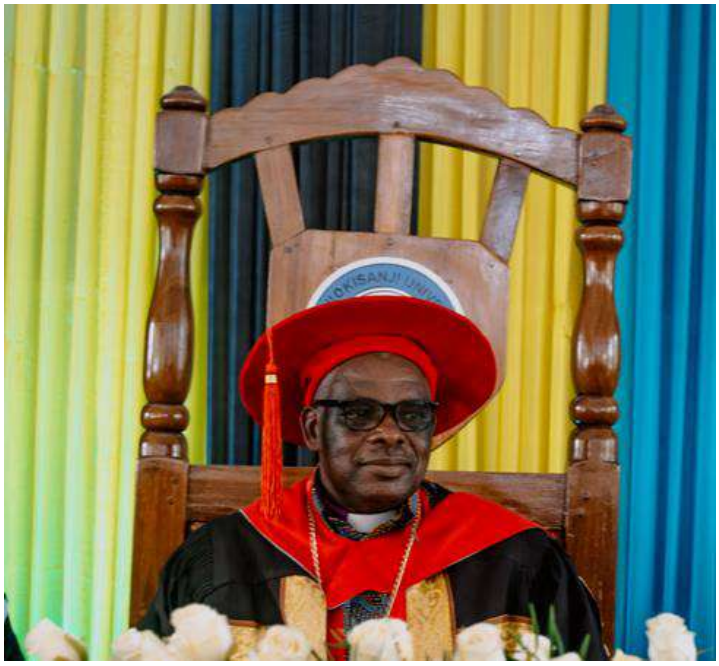
This Prospectus has been designed to provide information necessary to guide anybody who wants to study at TEKU and any other interested person who needs information about TEKU. Each student is required to think critically for whatever he/she wants to do and should not work on rumours but do a thorough investigation to find out the truth. TEKU's Motto is Wisdom and Peace. TEKU is a peaceful place; and so, when one joins TEKU he/she should make sure that he/she maintains the prevailing peace and comes out of TEKU with the required knowledge. However, all students and staff are led by the saying that "Excellence Starts with me," which inculcates the culture of responsibility and commitment to one's studies or work. You are welcome to study at TEKU to attain the education that will improve your life and the status of our country.



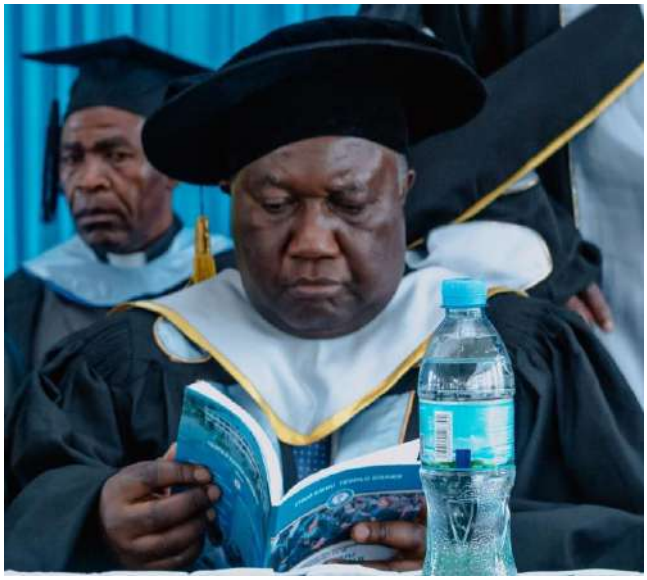
Prof. Hermas J. M. Mwansoko

Vice Chancellor

THE EXECUTIVE OFFICERS OF THE UNIVERSITY.



Rt. Rev. Conrad Nguvumali
The Lead Bishop of the Moravian Church in Tanzania, the Chancellor and Chairperson of the Board of Trustees of TEKU



Dr. Aggrey Mulimuka
Chairperson of the University council of Teofilo Kisanji University

SENIOR OFFICERS OF TEOFILO KISANJI UNIVERSITY



PROF. HERMAS J.M. MWANSOKO
VICE CHANCELLOR



PROF. TULI J. KASSIMOTO
DEPUTY VICE CHANCELLOR FOR ACADEMIC AFFAIRS.



PROF. ELIA S. MLIGO
DEPUTY VICE CHANCELLOR FOR PLANNING, FINANCE AND ADMINISTRATION

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UNIVERSITY HIGHER DEGREES ACADEMIC PROGRAMMES OFFERED IN THE 2025/2026 ACADEMIC YEAR

The current higher degrees academic programmes offered are as follows:

SN	PROGRAMME CODE	PROGRAMME TITLE
1.		Master of Education (MED)
2		Master of Theology (MTh)
3.		PhD in Theology
4.		Post Graduate Diploma in Education.

CHAPTER 1

GENERAL INFORMATION

1.1. Background Information

Teofilo Kisanji University (TEKU) was established in 2006 and is fully registered by the TCU as a private higher learning institution. It is owned by the Moravian Church in Tanzania under the Board of Trustees as provided in the University Charter and Trust Rules and in accordance with the Universities Act No.7, 2005. It is situated in the South -Western Tanzania in Mbeya City. The University is located at BLOCK T along Tanzania-Zambia highway about 500 metres from the main road.

1.2. Vision

Teofilo Kisanji University is: TEKU aspires to be a centre of excellence in facilitating acquisition of knowledge, professional skills and values in diversified disciplines that will bring about transformation of society.

1.3. Mission

The mission of the university is to provide opportunities for learning and conduct training, research and consultancy in the areas of theology, education, social sciences, natural sciences, business and any other areas as the university will find useful to the community.

1.4. TEKU Core Values

1.4.1 Community: We are committed to the cultivation of positive relationships between community, students, faculties, academic and administrative staff, and institution owners

1.4.2 Integrity: We are committed to creating an honest community with high academic and ethical standards, accountability, efficiency, transparency, creativity, innovativeness and respect to each other.

1.4.3 Diversity: We are committed to providing a conducive environment free from discrimination with respect to sex, gender, race, religion, socioeconomic status, and physical abilities.

1.4.4 Justice: We are committed to peace building and peaceful conflict resolution through the observance of human rights.

1.4.5 Stewardship: We are committed to making decisions that ensure the long-term survival of TEKU through teamwork and maximization of the value of human, financial, and physical resources.

1.4.6 Excellence: We are committed to seeking the personal and intellectual transformation through training, research, and public service

1.5. Objectives

1. 5.1. General Objective

The general objective of Teofilo Kisanji University is to be a centre for excellence for providing

quality education through training in short and long course programmes and in sustainable research and consultancy activities.

1.5.2 Specific Objectives

The specific objectives are:

i. To assume a leading role in the responsibility for University education in the country and make provisions for centres and places of learning, education (including continuing education), professional or vocational training and research;

ii. To endeavour to excel in knowledge and human resources capacity building by ensuring a balance between quantity and quality and avoiding by imparting elitist values to the products of the University.

iii. To ensure as a matter of principle, integration of research, teaching and consultancy at the immediate subject area level with a view to building a distinctive characteristic of the products of the university as scientific professionals and the services of the university and of its staff as symbols of scientific professionalism;

iv. To provide, promote and maintain centres of excellence and exemplary good management in terms of knowledge creation, skills development, effective entrepreneurship and formation of a responsible attitude for the betterment of the society;

v. To be producer and supplier of key policy makers, experts and personnel in charge of key positions in sectors including industry, public and private, governmental and non-governmental institutions;

vi. To advance the frontiers of, enhancing, preserving and transmitting knowledge;

vii. To provide opportunities and prepare students for work as professionals by providing the academic and professional and/or vocational courses of instruction and take such other steps as may appear necessary or desirable with a view as far as possible to ensuring good output.

viii. To provide learning and employment opportunities for persons from disadvantaged groups such as those with physical disabilities, orphans and the most vulnerable persons;

ix. To stimulate and promote intellectual, cultural, scientific and technological development;

x. To promote research into scientific, technological, economic, political, social, cultural, and other matters in the interests of Tanzania and mankind in general;

xi. To promote and ensure gender equity and mainstreaming in students' enrolment, staff recruitment and governance;

xii. To do in accordance with the general law of the United Republic of Tanzania and the Act, all such acts and things, whether or not incidental to these objects, and whether within or without the United Republic of Tanzania as may be requisite in order to further these objectives;

xiii. To institute and award professorships and other posts and offices and make appointments thereto in line with such organizational structure as shall be approved by the Council;

xiv. To institute and award fellowships, scholarship, bursaries, medals, prizes and other distinction awards and forms of assistance or sponsorship for the advancement and dissemination of knowledge;

xv. To provide opportunities for students to engage in productive, service and entertainment activities in medical allied health sciences, industrial, commercial and cultural spheres in and outside the University;

xvi. To Cooperate with the Government of the United Republic of Tanzania and the peoples of Tanzania in the planned and orderly development of education, science and technology in the United Republic;

xvii. To establish mutually negotiated, beneficial and durable links with institutions of learning and research within Tanzania and other countries;

xviii. To erect, equip and maintain libraries. Laboratories, workshops, Museums, art galleries, lecture halls, theatres and rooms halls of residence and other buildings and facilities required for the purpose of the University, including providing its community with a good working and living environment in the University campuses;

xix. To establish and maintain botanical gardens, demonstration zoos, including small animal zoos, aquaria, research parks and ponds, and the like as well as boutiques, hostels shops physical education and training grounds and the like for purposes of facilitating, expanding perspectives of and promoting, teaching, learning entrepreneurship and research;

xx. To provide and regulate residence, medical, recreational and containment facilities, conveniences and opportunities for officers staff, employees and students of the University including the disabled;

xxi. To demand and receive such fees as may from time to time be prescribed by the Council;

xxii. To enter into such contracts, establish such trusts and appoint such officers, staff employees, agents and independent contractors as may be required by the University;

xxiii. To establish pension superannuation and provident fund schemes for the benefit of its officers, staff or employees or any section thereof and enter into arrangements with the Government and insurance companies, trustee companies or other organizations or any person or persons for the operation of such schemes, jointly, severally or otherwise;

xxiv. To acquire property movable and immovable, and take, accept and hold any property which may become vested in it by way of purchase, exchange, grant, donation lease and sell, mortgage, lease, license, hire out exchange or otherwise dispose of any of any property held by it;

xxv. To borrow money for any purpose deemed fit by the Council and invest in land or

securities such as funds as may be vested in it for the purpose of endowment, whether for general or special purposes, or such other funds as may not be immediately required for current expenditure;

xxvi. To admit graduates of other universalities to degrees of equal or similar rank in the University;

xxvii. To affiliate other institutions or admit the members, thereof to any of its privileges and accept attendance at course of study in such institutions in place of such part of the attendance at course of study in the university and upon such terms and conditions and subject to such rules as may from time to be determined by the University or to recognize any members of the teaching staff of any College or institution whether affiliated to the University or not as teachers of the University;

xxix. To enter into an agreement with any other institution for the incorporation of that institution into the University and for taking over its property and liabilities and for any purpose not repugnant to the Charter and these Rules;

xxx. To do in accordance with the general law of the United Republic, including the Charter, and these Rules; all such acts and things whether or not incidental to these objects, powers and functions and whether within or without the United Republic as may be requisite in order to further these objects, powers and functions or any of them.

xxxi. To Establish business companies to support the financial running of the institution.

Educational Philosophy

The philosophy of Teofilo Kisanji University states: (i) Determination, discipline, and focus on University's vision by all TEKU employees are the key to success**.**

1.6. University Functions

To provide courses leading to degrees, diplomas, certificates, and other academic awards, including short-term training for persons requiring remedial training in order to

i. qualify for entry into various academic programmes of TEKU

ii. To conduct examinations and confer degrees, diplomas, certificates and other awards, upon persons who have followed courses of study approved by the Senate, and additionally or alternatively, have satisfied such other requirements as may be determined by the Senate and revoke the same for good cause.

iii. To confer honorary degrees in accordance with such requirements as may be determined by the Senate.

iv. To provide for and pursue original research and scholarship, innovation and advancement of knowledge, and consultancy at the highest level whether on a full time or part time basis, by correspondence or extramural, and take such other steps as

may appear necessary and desirable for the advancement and dissemination of knowledge.

v. To provide a centre for the advancement of knowledge and continuing education by preparing students' minds for clear and independent thinking with a view to developing their fundamental capabilities to the fullest extent.

vi. To endeavour, to erect, equip and maintain laboratories, offices, halls of residence, lecture theatres, libraries, and other buildings and structures required for the promotion of its objectives.

vii. To regulate and endeavour the provision of housing of its students and members of staff.

viii. To collaborate with other higher learning Institutions in the Africa and worldwide for integral development and understanding and promotion of cultures and the environment.

1.8: The Corporate Strategic Plan

1.6.1 For an operational development, Teofilo Kisanji University has developed the third Corporate Strategic Plan 2017/2018 – 2021/2022 in order to guide the University operations and improve service delivery. The Plan lays emphasis on the following priority areas:

i. Financial management,
ii. Institutional transformation,
iii. Research and publications,
iv. Education and training,
v. Governance and administration,
vi. Teaching and learning,
vii. Institutional marketing,
viii. Physical Infrastructures and equipment,
ix. Institutional linkages
x. Crosscutting issues (Health and safety, HIV/AIDS, gender, child protection and environmental issues).
xi. Consultancy services

1.9 Governing Boards

TEKU is governed by the Board of Trustees as provided for in the Charter and Trust Rules of the University. The governing bodies of TEKU include the Council, which is responsible for policymaking monitoring, and evaluation; and the Senate, which is responsible for all academic matters.

1.10 Spokesperson of the University

The Vice Chancellor (VC) is the only spokesperson who can allow the media on campus. A person who calls a media or reports on the University issues without the consent of the VC shall be subject to disciplinary action.

1.11 Academic Faculties

The University has three academic faculties, namely; Faculty of Humanities and Social Sciences (FHSS), Faculty of Education (FED), and Faculty of Science and Technology (FoST)

1.11.1 Faculty of Humanities and Social Sciences. (FHSS)

The faculty of Humanities and Social Sciences has two Departments: The Department of Theology and Department of Social Sciences The Ddepartment of Theology offers the following programmes: Bachelor in Divinity; Master of Theology (MTH), and Doctor of Philosophy in Theology The Department, of Arts and Social Sciences offers the following programmes: Bachelor of Arts in Economics, Bachelor of Arts in Community Development, Bachelor of Arts in Social Work, Bachelor of Human resources Management, Bachelor of Soclogy and also is responsible for Arts teaching subjects..

1.11.2 Faculty of Education (FED)

The Faculty of Education was established in 2006. The Faculty of Education offers Bachelor of Arts with Education, Bachelor of Languages, Master in Education (MED) programme and Post Graduate Diploma in Education (PGDE) The Faculty of Education has one department, which is: the Department of Education (DED).

1.11.3 Fculty of Science and Technology(FOS

1.12 UNITS OF THE UNIVERSITY

In addition to the academic faculties, the University has several key administrative and academic support units, including:

- Research, Consultancy and Publications Unit
- Higher Degrees Unit
- Undergraduate Studies Unit
- Quality Assurance Unit
- Examinations and Admissions Unit
- Internationalization and Convocation Unit
- Public Relations and Marketing Unit
- Continuing Education Programmes
- Health and Allied Sciences Unit

CHAPTER 2

ADMISSION AND REGISTRATION REGULATIONS

2. Master of Education Degree (MED) programme is by Coursework and Dissertation

2.1 Entry Requirements/qualification.

i. A Bachelor's degree from any recognized accredited University with a minimum GPA of 2.7 or B grade

ii. a postgraduate diploma in education with a minimum GPA 3.00 or B grade.

iii. or a professional training in education with a relevant additional training evidence of research capability and relevant working experience.

1v. A candidate who is in the final year of bachelor's degree and has completed the degree requirements for admission but is still waiting for final results shall be admitted provisionally until the results are out.

2.2 Duration and Mode of delivery:

It is for18 months full time, It will involve coursework, final examinations, and dissertation. The first two semesters (12 months) will be for coursework and development of research proposal. The remaining 1semester (6 months) will be used for carrying out research, submission and examination of dissertation

2.3 Master of Theology

2. 3.1 Minimum entry qualifications:

i. A Bachelor's degree from any recognized accredited University with a GPA of 2.7 or B grade

ii. or a postgraduate diploma in theology with a minimum GPA 3.00 or B grade.

iii. or a professional training in theology with a relevant additional training evidence in research capability and relevant working experience. in theology

iv. 1v. A candidate who is in the final year of bachelor's degree and has completed the degree requirements for admission but is still waiting for final results shall be admitted provisionally until the results are out.

2.4 Post Graduate Diploma in Education (PGDE).

i. Postgraduate certificate or bachelors degree(UQF 8) with a Diploma in a related field of study from a recognized institution of higher learning with an overall GPA of 2.0 or grade C points

OR

ii. Advanced Diploma in a relevant field with an overall GPA of 2.0.

iii. Other conditions:

a) Certificates obtained from a recognized University and institution of higher learning from other Countries shall be subject to approval by the Tanzania Commission for Universities (TCU).

b) Candidates discontinued from studies because of examination irregularities will be considered for re-admission after they have been away for at least two years. They will be required to re-apply and compete with other applicants for re-admission into the programme

2.5 **PhD (Theology degree programme**

This programme is by thesis

2.5.1 Duration

The course is a 36 months programme.

2.5.2 Minimum entry Qualifications

i. A Master Degree (UQF Level 9) in the relevant field of study from any recognized institution of higher learning with. A minimum GPA of 3.00 or B grade.

ii. A candidate who is in the final year of master's degree and has completed the degree requirements for admission but is still waiting for final results shall be admitted provisionally into the PhD programme until the results are out.

2.6 Certificates obtained from a recognized University and institution of higher learning From other Countries shall be subject to approval by the Tanzania Commission for Universities (TCU).

2.7 Candidates discontinued from studies because of examination irregularities will be considered for re-admission after they have been away for at least two years. They will be required to re-apply and compete with other applicants for re-admission into the programme.

2.8 APPLICATION, REGISTRATION AND ASSESSMENT

2.8.1 Application Procedure.

i. two referees' CVs and copies of relevant transcripts and certificates shall be submitted online by using the following link: https://www.teku.ac.tz/oas/admission.register.php or to the Coordinator of Higher Degrees in the respective faculty

ii. All applicants are required to pay a non-refundable application fee of 50,000 to the University by requesting a control number from phone No. 0766767576

iii. The application fee will be revised from time to time as need arises.

2.8.2 **Registration for Master Degree Programmes (For more details see prospectus for postgraduate programmes)**

2.8.3 Candidates shall be registered for either full time masters programmes conducted by coursework, final examination and dissertation or for PhD (Th) by Thesis.

2.8.4 Registration shall take place during the first two weeks of each semester.

2.8.5 Prospective candidates must submit the following documents at the time of registration.

i. Evidence of payment of the University Fees.
ii. Original and Copies of relevant transcripts and certificates.
iii. Two stamp size photographs (Colour with blue/white background).
iv. Evidence of release from employer (if employed).

v. Evidence of sponsorship or ability to self support.

2.8.6 Students shall be registered by names appearing on their previous education certificates and each student shall register on TAIS the courses she/he will take in the respective semester.

2.8.8 Students must renew their registration at the beginning of every subsequent semester by submitting a dully filled form (Appendix 1b) and paying the required fees.

2.8.9 Failure to renew registration shall mean automatic discontinuation from studies.

2.8.10 No student shall be allowed to change programme/courses after 3rd week of commencement of the semester.

2.8.11. Transferring from one academic programme to another will be allowed only, If the student possesses the required admission criteria for the programme for which transfer is being sought and a vacancy exists in that programme.

2.8.12 The registration of new and continuing students shall be done within the first two weeks from the first day of the commencement of a semester

2.8.13 Every registered candidate is required to submit a progress report of his/her Dissertation/thesis to his/her supervisor who shall forward to the Coordinator responsible for Postgraduate studies.

2.8.14 Each supervisor shall submit progress reports of his/her candidates to the Postgraduate Studies Unit twice a year using the form in Appendix 1c. The Directorate shall take the reports to the Higher Degrees Committee.

2.8.15 Transfer arrangement

2.8.15.1 **I**f completion of programme proves impossible for any reason. Student transfers may be done under certain circumstances such as poor health of a student, change of residence, and other university offering the same programme.

2.8.15.2 The student transferring must have accumulated a maximum credits of about 50% of the core course for similar programmes at the same level. Where courses of institutions differ, each course credit gained in a particular semester will be accepted, and the missing courses will be taught when next offered. However, transfer of credits is subject to scrutiny by the respective Department, the examinations and Admission Committee and Senate of Teofilo Kisanji University.

CHAPTER 3
ACADEMIC ISSUES

3.0 COURSEWORK EVALUATION FOR MASTER DEGREE PROGRAMMES

3.1. Students registered for course-work and dissertation programmes shall sit for course examinations following assessment procedures approved by the University.

3.2. Unless stipulated otherwise, the General University Examination Regulations shall be used to guide the conduct of examinations of all postgraduate courses.

3.3. The coursework portion for Masters Degree programmes (by Coursework) shall consist of assignments, homework, tests, term paper (per course) and University Semester Examinations.

3.4. Students whose first degree is considered deficient or different from the one being pursued may be required to take undergraduate courses in addition to the minimum postgraduate requirements.

3.5. Before a candidate is allowed to proceed with the dissertation/Thesis, research phase of the Master's programme, the candidate must have successfully completed the coursework part with a mean grade of "B" for each course taken.

3.6. Part time students can be allowed to accumulate coursework results up to two years before embarking on research and dissertation phase in the third year.

3.7. A candidate who scores a "C" shall be required to do a supplementary examination. The maximum grade for supplementary e examinations shall be a "B" grade.

3.8. A candidate who scores a "D" grade or below shall be required to carry-over the course for

a maximum period of three (3) years, thereafter he/she will be discontinued from studies.

3.9. There shall be no external examiners for Postgraduate University Examinations.

3.10. A candidate who fails a carried-over course shall re-carry-over the course.

3.11. This can be repeated for three years.

3.12. Examination grading system for Masters Degree shall be the same in all Faculties/Institutes/Directorates and students' raw marks shall be taken into account when calculating the average grade. The grading system for computing average grade shall be as indicated in section 3.13

Where a programme is by Coursework and Dissertation a candidate's assessment shall be based on both coursework and Dissertation as follows:

3.13 Coursework and dissertation

Tests (20%), a term paper per course/semester (20%), homework and assignments (10%) 50%

University examination (UE) 50%

Total 100%

Dissertation 100%

3.14 A student must attain 50% (25 marks or more) of the coursework, a student who attains less than 50% of the coursework marks shall **not** be allowed to do the final semester examination in that course.

3.15. A student must attain 50% of the final semester examination, If she/he attains less than 50%(e/g 20 marks) shall have a technical supplementary. He/she shall be given a C even if the the marks add up to more than 50 marks. She/he shall do a supplementary examination.

3,16. A candidate who has successfully completed coursework with a mean grade of a **"B"** for each course shall be allowed to proceed to the dissertation stage.

3.17 Before embarking on the ***dissertation*** process, there shall be an initial presentation of a concept paper

3.18 Supplementary/special examinations and carrying over courses

i. A candidate will be allowed to do university examinations only if he/she has attended the course hours by at least 80% of the time.

ii. A candidate whose average pass for a course is a "**C"** grade shall be allowed to do a supplementary examination whose maximum grade shall be a **"B"** grade.

iii. A candidate who fails a supplementary examination shall be required to **Carry-over** the course the grade for a carried course shall be a maximum of a "B" grade.

iv. A candidate whose average pass for a course is a **"D"** grade or less, shall carryover

the course for a maximum of **three (3)** years after which he/she shall be discontinued from studies.

3.19 Classification of postgraduate degrees, except for PhD Degrees(a five point grading system):

Grade	Percentage Range	Grade point range average (GPA)	Class
A	70 – 100 %	4.5 – 5.0	Distinction
B+	60 – 69%	4.0 – 4.4	Merit
B	50 – 59%	3.0 - 3.9	Pass

3.20 Course grades derived from percentage scores obtained in continuous assessments and examinations are as follows:

Grade	Marks class intervals	Points	Quality
A	70 – 100 %	5	Excellent
B+	60 – 69%	4	Very good
B	50 – 59%	3	Good/Pass
C	40 – 49%	2	Marginal Fail
D	35 – 39%	1	Fail
E	0 – 34%	0	Complete fail

3.21. The sessional and cumulative grade point averages (GPAs) shall be worked out as follows:

i. The letter grades shall be assigned points as follows:

A	B+	B	C	D	E
5	4	3	2	1	0

ii. Approved courses given for each degree should be weighted in terms of credits.

iii. To get the score for each course, multiply the points, as given in (i) by the weights (credits) in (ii).

iv. The total score for the degree should be the total score for all countable courses taken by the candidate for the degree, computed as in (iii).

v. The average score for the degree shall be computed by dividing the total score in (iv) by the total weight obtained under (ii).

Total point scores should be truncated at one decimal place.

3.22 Provision of Progress Academic Report and Provisional Statement of Examination Results Prior to Graduation

3.22.1 Reports for academic progress (provisional academic transcripts and results slip) are available upon request from the Office of the Coordinator of Higher Degrees Unit (CHDU)

3.22.2 A student will be required to pay Tshs. 5,000/- as processing fee for the semester results slip and Tshs.10,000.00/- for one academic year result slip.

3.22.3 The duration of processing the provisional statement **is one week** after submitting the request form.

3.23. Issue of Academic Transcript and Degree Certificate

3.23.1 One official Provisional academic transcript shall be made available to the student upon successful completion of his/her respective academic programme, after the results have been approved by the Senate by paying Sh. 30,000 .

3.23.2 Academic transcripts requested after graduation will be obtainable one month. If a student requests eelier than one month a payment Tshs. 50,000/- will be paid for a transcript to be obtained two weeks time and if it is to be obtained in seven days time, the student must pay Tshs. 80,000/-

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

3.23.4 Degree Certificate shall be issued one month after being conferred at the official graduation ceremonies, for candidates who complete the TEKU clearance process.

3.233.5 The collection of academic transcript and certificates after 2 years of graduation shall be charged Tshs. 50,000/- per annum.

3.23.6 Any further copy can be provided upon payment of Tshs.10,000/- per copy.

3.24 Loss and Replacement of Academic Certificate and Transcript

Any graduate of Teofilo Kisanji University may be issued a copy of the academic certificate and transcript in case of loss or damage incurred on the original ones.

3.24.1 The issuance is only possible under the following conditions:

(i) Production of a sworn affidavit:

(ii) Provision of an evidence on the loss of the documents from the police;

(iii) Public announcement on the loss of the documents in a public newspaper of not less than six months.

3.24.2 The documents so issued shall be marked “COPY” across them.

3.24.3 The documents shall be replaced after a period of 12 months from the date of application.

3.24.4 A fee of Tshs 150, 000/- shall be charged for the issued copy of the document.

3.24.5 Certification of copies of academic certificate and transcript will be Tshs.10,000/-

3.21 Graduation Requirements

3.21.1 Post Graduate Diploma

i. A student shall be assessed by continuous assessment (tests, assignments, seminars and practical sessions) and end of semester examinations.

ii. For a candidate to qualify for postgraduate diploma shall be required to complete two semesters with 120 credits(60 credits in each semester)

iii. For each course registered by the student there shall be an examinable research

project report.

3.21.2 Master by Coursework and Dissertation

i. For each course a student registered Masters Programmes
ii. Students must pass all courses as set forth in the syllabus with a minimum grade of "B."
iii. A student must have attained a minimum of 180 credits.
iv. For a candidate to qualify for award of Master degree by coursework and dissertation he/she shall produce one draft paper manuscript based on his/her research results intended for submission in peer reviewed journal acceptable and recognised by the University.
v. Fulfil all other conditions prescribed by the TEKU Senate.
vi. Students must have paid all the fees, deposits, and outstanding charges.

3.21.3 PHD by Research and Thesis

i. A candidate shall make at least three seminar presentations, during the proposal writing stage, the other two during the research stage before examination.
ii. A candidate shall complete six with 549 credits .semesters
iii. A candidate to qualify for a PhD award she/he shall at least one paper published and at least two accepted manuscripts(articles/papers) in a peer reviewed journal based on his/her research and the journal shall be acceptable or recognisable by the respective University.

3.22 Postponement from Continuing with Studies

Student who want to postpone their studies due to various reasons should do the following:

3.22.1 A student may, in extenuating circumstances approved by DVCAA postpone examinations or studies.

3.22.2 The student shall report the matter in writing to the DVCAA through the Dean of students and respective Deans.

3.22.3 Unless under extenuating circumstances no postponement of examination shall be entertained in less than two weeks before the commencement of examinations.

3.23 If a student fails the special examination, no supplementary examination shall be issued instead the course shall be carried- over.

3.23.1 Examination Performance

3.23.1 Students who earn grade D in less than fifty percent of their courses shall be allowed to take supplementary examinations of those courses before the start the next semester or as deemed convenient. Supplementary examinations shall be marked out of 50.

3.23.2 Students who sit for supplementary examinations shall be awarded grade B, C and D.

3.23.3 Students who fail the supplementary examination shall repeat the course (carry- over) while continuing with the programme and will have to clear them in the following academic year.

3.23.4 Carry-over course s hall be charged a carryover fee of 150,000/=

3.23.5 A Carry-over student who attains a 'c' mark will not sit for a supplementary examination but will carry over the course again.

3.23.6 Students may repeat a course once in a semester. A passed carried over course shall be awarded not more than a B grade.

3.23.7 A Student who fails a carried over course shall carry over the course again.

3.23.8 A student who fails the carried over courses or supplementary examinations after the 3 allowed years shall undertake them as external candidate. An external candidate shall pay 200,000/= for each course carried over and all other student contributions paid by a new student.

3.23.9 No external candidates(after 3 Years) shall be allowed to take a carry-over course more than once. In case she/he fails the discontinuation from studies will follow.

3.23.10 All carried over courses shall be cleared within the allowable period of registration.

3.23.11 Admission to another programme shall be subject to the approval of the Senate and upon payment of programme charge fee.

3.23.12 Students are advised to request for Provisional Statement of examination results in order to avoid any inconveniences.

3.24 Special Examinations

3.24.1 A student may in extenuating circumstances postpone sitting for an examination in cases such as illness or any other reason such as death of spouse, parent and child, provided that it has been substantiated in writing by an authorized medical practitioner or any organ recognized by the law.

3.24.2 Any student who fails to sit for normal examinations due to the reasons stipulated in section 3.24.1.

3.24.3 Can sit for **SPECIAL** examinations after the submission of special examination request form stating the reasons with attachments of evidence during the examination period. A 'Special Examination Request Form' shall be submitted to the Dean of the Faculty/Coordinator of the Higher Degrees Unit. Non payment of tuition fee is not an acceptable reason to do Special examination.

3.24.4. All requests to sit for special examinations shall be presented to the Faculty Deans/CHDU who will present them to the Senate for approval. After the Senate approval the DVCAA will inform a student in writing of the acceptance.

3.24.5 .When a student is allowed to sit for special examinations, she/he shall be considered to be attempting the examination for the first time, and shall be accorded all of the rights provided in the examination regulations.

3.24.6 All students planning to sit for special examination shall register with the respective

Deans of faculties/CHDU and pay a special examination fee, which is Tsh. 150,000/ prior to the examinations.

3.24.7 If a student fails the special examination, no supplementary examination shall be issued instead the course shall be carried- over for three years.

3.25. Examination Irregularities.

3.25.1 In appropriate conduct by a student concerning final examinations impairs academic integrity, and therefore, will subject the offending student to suspension. Such examination irregularities include but are not limited to:

i. Viewing examination questions prior to sitting for the exams.
ii. Possessing of unauthorized material in the examination room.
iii. Attempting an examination before being authorized.
iv. Attempting to copy or referring to unauthorized materials in the examination room.
v. Reading another student's answers.
vi. Communication with other students verbally or through other means, during the examination without permission from the invigilator.
vii. Permitting another student to copy from or use one's paper.
viii. Obtaining, or endeavouring to obtain, assistance from any other student directly or indirectly or endeavouring to give assistance to any other student.
ix. Removing examination answer books/sheets from the examination room.
x. Continuing the exam after being ordered to stop.
xi. Failing to comply with examination rules, regulations or directions given by an invigilator.
xii. Destroying or attempting to destroy evidence relating to any suspected irregularity.
xiii. Any other action which might be noted by invigilators

3.26 Handling examination irregularities

3.26.1 If an invigilator suspects a student of examination irregularities, the following steps should be taken.

i. The student should be approached immediately. A witness of two or more nearby students should be established.
ii. All improper materials should be confiscated and the student not be allowed to continue with the examination.
iii. The Student shall submit a written statement to the Faculty Dean within twenty four hours, not later than the following day
iv. The Chief invigilator and the examination officer should present a filled form and written report of the incident to the Faculty Dean who shall forward the matter to the Deputy Vice Chancellor Academic Affairs. The form should be fully signed by the candidate.
v. The Deputy Vice Chancellor Academic Affairs shall form an Investigation team to investigate the matter.
vi. The Examination report together with the student's written statement and examination irregularities allegations form shall be considered by the investigation team.

vii. The recommendations from the Investigation team shall be forwarded to the Admission and Examination Committee which shall report to the Senate.

ix. If it is established by the Admission and Examination Committee and approved by the Senate that a student committed an irregularity, then the student shall be suspended from the University for a period of two Academic years. A suspended student shall write a letter to the DVCAA to request for readmission in the programme starting in the semester where he was suspended.

x. He/she will have to pay the semester fee and all theother costs required. She will be allowed to attend classes after obtaining a letter of permission from the DVCAA and payment of the requiredtuition fee and other costs.

3.27 Release of Examination Results

3.27.1 Results of all candidates in every final semester examination shall be subject to review by the Academic Board and approval by the Senate.

3.27.2 Public disclosure of the examination results shall be made following the approval by the Senate.

3.27.3 Results shall be published and released by the Deputy Vice Chancellor Academic Affairs identifying the student by Examination number and the grades obtained by each candidate.

3.27.4 The results shall be posted on the TEKU Academic Information System (TAIS).

3.26.5 All students must make sure that they know their examination results on TAIS or by obtaining a provisional transcript.

3.27 Procedure for Appeal

3.27.1 Academic appeals shall be considered only on matters of procedure, competency and/or prejudice

3.27.2 All appeals must be presented to the respective Deans of Faculties /CHDU by filling in the appeal form.

3**.27.3** The appellant shall pay non-refundable fee of **Tshs 40,000/= per course.**

3.27.4 Faculty Deans/CHDU shall channel them to the Deputy Vice Chancellor Academic Affairs (DVCAA) within ten (10) days of publication of the examination results, or within fifteen (15) days of the first day of class of the next academic period, whichever is later.

3.27.5 The DVCAA shall submit the appeals to the Admissions and Examinations Committee, which shall appoint a competent sub-committee to handle any appeals received during that semester. The findings and recommendations of the sub-committee shall be forwarded to the Admissions and Examinations Committee, which shall give a provisional decision, pending the University Senate's approval.

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

3.27.7 Each student is responsible for the released examination results. No candidate shall be

considered on an incomplete case with an argument of not receiving or seeing the examination results.

3.27.8 All appeals shall be concluded before the completion of the following Academic semester and no allowance shall be considered thereafter.

3.27.9 Any candidate who is not satisfied with the given examination results, has the right to apply for the remarking of the examination paper of the given course. The candidate shall pay a non-refundable fee of Tshs 20,000/- per course for remarking the examination.

3.28 Preservation of Examination Papers

3.28.1 The University shall preserve student's examination papers for the purpose of reference for a period of three (3) years.

3.28.2 The Vice Chancellor on the recommendation of the DVCAA shall be responsible to order final disposal of any batch of examination answer booklets. Hence, Students cannot appeal after lapse of this period.

3.29. Academic Prizes

3.29.1 Academic Awards for Students

i. TEKU Prize. Academic prizes shall be offered to students with outstanding academic performance during the whole programme. For the TEKU Academic Prize, this will apply to a student with highest overall GPA. The nature of the prizes will be dictated by the availability of funds.

3.**29.2 Academic Prizes for Academic Staff**

Academic prizes shall be offered to the academic staff with an outstanding performance in the academic issues. This might include publications in a journal or in a book form. The prizes will be dictated by the availability of funds.

3.30 Convocation

The Convocation is an assembly comprising of all TEKU academicians, members of the Board of Trustees, Council members, Senate members, and all academic staff (MOTHECO and TEKU). Other members include all graduates of TEKU (TEKU and MOTHECO), all grandaunts of each year and all students of TEKU. The Convocation shall be held once every year, a day proceeding the Graduation day.

3.31. ALUMNI

All TEKU grandaunts will form an Alumni association to foster a spirit of loyalty and promote general welfare of TEKU and support the university's goals and strengthen the ties between the alumni, community and TEKU. The alumni are the ambassadors of TEKU.

CHAPTER 4

REGULATIONS ON DISSERTATION/THESIS PHASE.

4.1. Candidates doing master degree programmes by coursework and dissertation and who have qualified to continue with research after the course-work part or those who follow postgraduate programmes by thesis shall be required to do an initial presentation of a concept paper.

The concept paper shall be presented to the CHDU Research and Publications Committee which shall evaluate the paper and appoint supervisors for the candidate. The supervisors shall guide the candidate in the development of a full proposal to be presented in a seminar. The presentation of the proposal shall be held one month after presentation of the concept paper.

4.2. Each candidate shall present his/her research proposal in a seminar, organized by the CHDU and attended by academic members of staff, supervisor(s) and other postgraduate students in the Department/Institute/Directorate. The seminar shall have the following recommendations:

iv. Proposal approved with minor changes.
v. Proposal approved with major changes.
vi. Proposal rejected (candidate has to revise the whole proposal).

4.3 The candidate shall consult his/her supervisor on incorporation of comments from the seminar.

4.4. The candidate shall thereafter submit a concise proposal (seminar comments incorporated) for approval by the Research and Publications Committee and the supervisor.

4.5. The Committee at its discretion shall approve the proposal or recommend it for revision if:

4.5.1. In its opinion it is unsuitable in contents.

4.5.2 The candidate has not incorporated acceptable comments from the seminar.

4.5.3The conditions under which the candidate progress to work are unsatisfactory.

4.5.4. The budget is unrealistic or prohibitive and time to undertake research will be longer than allowed.

4.1. The Higher Degrees Committee shall be informed for noting about the recommendation on the proposal.

4.2. Guidelines on the preparation and presentation of research reports and dissertations are contained in Appendix 5.

4 .8. Extension of Registration Period.

4.8.1 Candidates who, for valid reasons, fail to complete their dissertations within the specified period may apply for extension of the registration period using form Appendix 1e.

4.8.2. The student shall pay an extension fee as authored by the University.

4.8.3. The extension period shall not exceed six months for full-time and twelve months for part-time and distance education candidates. Under very special circumstances, the Senate may consider a further extension of registration period for a maximum of another six months.

4.9. Freezing Registration.

A candidate who has just embarked on data collection can be allowed to freeze studies, on reasonable grounds as follows:

4.9.1. The candidate shall apply to the Higher Degrees Committee for freezing of the registration through his/her supervisor.

4.9.2. The maximum period for such freezing of registration shall be two years.

4.9.3. The year under freezing shall not be counted as part of the registration period of the candidate.

4.10. Notice of Intention to Submit Dissertation/Thesis.

4.10.1. Candidates who qualify to continue with the research phase after the coursework part shall be required to submit, in partial fulfilment of the master degree requirements, a dissertation/Thesis before the expiry of the registration period.

4.10.2. At least two months before submitting a dissertation/Thesis a candidate shall, through the supervisor, give notice in writing to the Chairperson of the Higher Degrees Committee expressing the intention to submit the dissertation/Thesis for examination. Examination arrangements proposed by the CHDU together with Curriculum Vitae (CV) of the external examiner(s) shall accompany this notice. Guidelines on how to file the notice of submission are given in form appendix 1j.

4.11. Initial Submission of the Dissertation for Examination.

4.11.1. The candidate shall submit to the CHDU five copies of the dissertation/Thesis (plus a soft copy) that have followed formats contained in Appendices 5 and 6.

4.11.2. The five copies of the dissertation/Thesis for initial submission should be submitted in loosely bound form.

4.12. Examination of Dissertations/Theses

A dissertation or thesis shall be examined in two stages: Examination of a dissertation/thesis document by at least two examiners.

Oral examination (***Viva voce***)

4.12.1 First stage of the examination of a Master dissertation/thesis

4.12.1.1 Every dissertation/Thesis submitted shall be examined by at least two specialists approved by the Higher Degrees Committee through the recommendations of Research and Publications Committee. At least one of the examiners must be external to the University. The other one must be the supervisor(s) of the candidate or a competent member of the University.

4.12.1.2 Transmission of dissertations/theses from examiners to the CHDU. The internal examiners shall be required to submit their reports about the dissertation/thesis to the CHDU within a maximum period of one month and external examiners a maximum of two months from the date of receipt. If reports are not received within two months for internal examiners and three months for external examiners, new examiners will be appointed Mailing time and other constraints will however be taken into consideration before appointing new examiners.

4.12.1.3. The examination report shall focus on the following areas:

a. Relevance of the Theoretical Background and Critical Literature Review to the topic/title, purpose and objective of the dissertation/thesis. (Here a **critical** review of literature is emphasized; findings by other researchers are discussed to support ones arguments or conception).
b. Relevance of Research Findings to the topic/title, purpose and objective of the dissertation/thesis.
c. Relevance of Discussions and Conclusions in relation to the title/topic of the dissertation/thesis, objectives and research findings.
d. Overall presentation of the dissertation (originality and coherence).

4.12.1.4 Each examiner shall be required to summarize his/her report about the dissertation/Thesis by filling in the form in Appendix 1g with definite recommendations for one of the following actions.

a. Be awarded subject to typographical corrections and/or minor revisions.

b. Degree not awarded but the candidate be allowed to revise and resubmit his/her dissertation/Thesis for re-examination.

c. The dissertation/Thesis rejected outright.

4.12.1.5. A dissertation/Thesis recommended for re-writing must be re-submitted within 6 months from the date the candidate has been informed.

4.12.1.6 Where the examiners are not in agreement in the overall recommendations, the Higher Degrees Committee shall examine the case and recommend one of the following actions.

a. The recommendation of the External Examiner is adopted after she/he is satisfied.
b. An additional independent examiner be appointed.
c. Research and Publications Committee establish a panel from amongst the experts available to examine the candidate orally.

4.12.1.7 A dissertation/thesis rejected by examiners after re-submission shall not be accepted for re-examination and the candidate shall be discontinued from studies.

4.12.1.8. For a successful dissertation/thesis, a candidate shall be required to submit four corrected hard bound copies and two soft copies on CD of the dissertation/thesis within two months after approval of results by the Higher Degrees Committee.

4.12.1.9 Unless there are genuine reasons, failure of a candidate to resubmit a corrected dissertation accompanied by an error-free certificate from a supervisor within two months after being allowed to incorporate corrections shall mean discontinuation from studies.

4. 12.2 Second stage of the of the examination of a Master dissertation/thesis [**Oral examination (*Viva voce*)]**

4.12.2.1 ***Viva voce*** examinations shall take place only after the Higher Degrees Committee has been satisfied that the dissertation/thesis submitted by the candidate is considered by the examiners to be satisfactory.

4.12.2.2 The questions to be asked in the ***viva voce*** examination shall primarily focus on the candidate's dissertation/thesis research area. Questions in the peripheral areas are also encouraged, if they help to establish the candidate's maturity on the thesis subject matter.

4.12.2.3 The members of the ***viva voce*** panel shall be selected in a manner that will ensure that sufficiently qualified and experienced scholars in the research or related area examine the candidate.

4.12.2.4 The ***viva voce*** examination for Master Degrees shall comprise of at least five, but not more than seven examiners, who shall be appointed by the Senate Chairperson, on recommendation by the Higher Degrees Committee. The ***viva voce*** panel shall comprise of the following:

i. One member from the Research and Publications Committee
ii. One External Examiner or his/her representative appointed by the relevant CHDU.
iii. Internal Examiner who did not guide the research.
iv. The candidate's supervisor (s).
v. Head of the relevant Department or his/her appointee, Not more than two other members appointed by the respective Department

4.12.2.5 The CHDU or his/her representative may attend the ***viva voce*** examination to guide panel members on the conduct of the ***viva voce***.

4.12.2.6 The Higher Degrees Committee must approve the date of examination at least two weeks before the examination day.

4.12.2.7 The CHDU must inform the candidate in writing regarding the examination arrangements at least two weeks before the examination, with copies to the Faculty responsible for the programme.

4.12.2.8 The ***viva voce*** panellists shall be provided with full texts of the dissertation/thesis examiners' reports and copies of the corrected candidate's thesis/dissertation document at least ***one week*** before the date of the oral examination.

4.12.2.9 The function of the ***viva voce*** panel shall be to ensure that the thesis/dissertation presented fulfils the following criteria:

i. The thesis/dissertation is the original work of the candidate;
ii. The broader subject area in which the study is based is fully grasped by the candidate;
iii. Any weaknesses in the thesis/dissertation are adequately clarified by the candidate; and
iv. A definite recommendation is made to the Higher Degrees Committee whether the candidate should be declared as ***Passed*** or ***Failed.***

4.12.2.10 The ***viva voce*** panellists should, as far as possible, work towards arriving at a unanimous decision on the candidate's performance. Where panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote shall be required for passing the ***viva voce*** examination.

4.12.2.11 At the end of the ***viva voce*** examination, the panel members shall sign a ***viva voce*** Examination Results obtainable from the Director, DRCPPS giving a specific recommendation on the candidate's performance. This shall be submitted, along with a detailed report on how the candidate handled the questions, to the Chairperson of the Higher Degrees Committee for processing, whereupon, each panellist in the ***viva voce*** examination shall receive an honorarium at the rate approved by the University.

4.12.2.12 Where there is disagreement between the recommendation and of the thesis document examiners and the ***viva voce*** examiners, the Higher Degrees Committee shall study the case and recommend to the Senate one of the following options:

i. The candidate revises and re-submits the thesis/dissertation and subsequently re-appears for a further oral/written, or practical examination, within a specific period, but not exceeding 6 months since the date of the decision by Senate: or

ii. The candidate is deemed to have failed outright.

4.12.2.13 The internal examiner who supervised the candidate shall be the recorder of the ***viva***

voce examination proceedings.
4.12.2.14 The final decision on the award of the higher degree shall be made by the Senate on the recommendation of the Higher Degrees Committee.

4.12.2.15 Subsequent publications from the thesis/dissertation submitted for a Master degree of TEKU must contain a statement that the work is based on a thesis/dissertation submitted to TEKU.

4.12.2.16 For a candidate to qualify for an award of master degree by course work and dissertation he/she shall produce at least one draft paper manuscript based on his/her research results intended for submission in peer-reviewed journal, and one more published paper in the journal being acceptable or recognisable by the University.

4.12.2.17 For a candidate to qualify for the PhD award he/she shall have at least one paper Published and at least two accepted manuscripts (articles/papers) in a peer-reviewed journal based on his/her research and the journal shall be acceptable or recognisable by the University.

4.13. Final Submission of Dissertation/Thesis

4.13.1. After satisfactorily completing all the corrections recommended by examiners and the ***viva voce*** panellists, the candidate shall submit four copies of fully bound dissertations and two soft copies on CD to the secretariat, of the Higher Degrees Committee. Each copy shall be:

i. Bound black.

ii. The spine shall be embossed in gold, bearing:

CHAPTER 5

5.0 GUIDELINES FOR SUPERVISION OF CANDIDATES

Appointment of Supervisors.

Supervisors shall be appointed by the Higher Degrees Committee..

5.1.1. The Associate Director responsible for Research and Publications shall inform candidates in writing on who are their respective supervisors.

5.2. Responsibilities of the Higher Degrees Committee

5.2.1. Appoint Dissertation/thesis supervisors in consultation with the CHDU) (appendix 1f).

5.2.2. Carefully consider the supervisors' area of expertise, qualifications and experience before nomination for supervision.

5.2.3. Rationalize the supervisors' workload. The expected maximum number of candidates to be supervised by a single supervisor shall be five for postgraduate diploma programmes, four for Master Degree and two for PhD.

5.2.4. Ensure compliance of standards by both candidates and supervisors.
5.2.5. Control the quality of research proposals, research reports dissertations and theses during submission.
5.2.6. Remind supervisors on progress of research (appendix 1d)

5.3. Duties and responsibilities of Supervisors

5.3.1. Duties of supervisors

The Supervisor is the University's agent in ensuring that;

i. The particular candidate is maintaining satisfactory progress
ii. The candidate receives adequate advice and encouragement on the proposal of the dissertation/thesis.
iii. The work being done is reviewed critically and on a continuous basis.

5.3.2. From the university point of view, a positive attitude and relationship between the supervisor(s) and the candidate is essential in order to:

i. Ascertain that the candidate completes the research work he/she started
ii. Be able to identify difficult problems areas or inadequate work, early enough to avoid unnecessary frustrations to the candidate.
iii. Attempt to restore a "failing" piece of work to acceptable standards.
iv. Report on candidate's research progress Appendix 1d

5.3.3. Since the supervisor is the agent of the University in ensuring that the candidate's work attains a satisfactory standard, he/she should be an active full time member of the relevant Department/faculty who is well acquainted with all the University's examination and student regulations.

5.3.4. The supervisor should facilitate in ensuring high standards of attainment, and to avoid possible embarrassments resulting from external examiners who comment on the work as shallow and below standard.

5.3.5. The supervisor should make efforts to know the candidate well, and be familiar with whatever special problems the candidate may have.

5.3.6. The supervisor should understand, in essence, that:

i. The Master degree programme is designed as a training course, in which the candidate is expected to;
ii. The PhD programme is recognized as a successful postgraduate research undertaking, in which the candidate is expected to:

a. Make a distinct contribution to new knowledge of facts, concepts and/or theory
b. Produce considerably more original work than required for the Master's programme.
c. Manifest greater depth and breadth in his/her review of the relevant literature than is the case for the Master's candidate
d. Be more critical in his/her analysis of the data he/she has collected
e. Exercise more initiative in his/her research than for the Master's degree research candidate.
f. Work more independently and be guided rather than be directed by his/her supervisor.

5 .3.7. Responsibilities of Supervisors are to:

i. Guide the candidate in research proposal and research reports/dissertation/thesis writing however he/she (supervisor) should not, become a limiting factor leading to delays in the candidate's work.

ii. Support the candidate to formulate an appropriate research proposal.

iii. Discussing ahead and seeing the potential and limitations of the research problem, before the candidate goes too far with the research work.

iv. Be accessible to the candidate for consultations

v. Show interest and enthusiasm in the candidate's research work, and have a positive and friendly relationship with the candidate.

vi. Advise and guide, but not to write the research proposal/research project/dissertation/thesis for the candidate, such that the work becomes a reflection of the supervisor.

vii. Discuss the research proposal/research reports/dissertation/thesis drafts with the candidate regularly. In order to give quick feedback to the candidate on the written drafts and to sustain the candidates motivation, the supervisor should, as far as possible, read and return his/her candidate's drafts within two to three weeks of receiving them.

viii. Read the candidate's drafts carefully and critically, giving constructive suggestions on how and where the research proposal/dissertation/thesis should be improved.

ix. At the end, read the entire final draft, and satisfy himself/herself that the research project/dissertation/thesis is suitable for examination.

x. Ensure that the candidate submits a research project/dissertation/thesis of a standard that is acceptable for the award it is intended for;

5.3.8. Responsibilities of Candidates are to:-

i. Write the research proposal, research project, dissertation and thesis

ii. Maintain regular contacts with the supervisors;

iii. Maintain progress in accordance with the agreed work plan

iv. Exercise the highest level of maturity, honestly and integrity

v. Be responsible for the work and its fate

vi. Comply with genuine supervisors' advice.

5.3.9. Relationship between Supervisors and Candidates

5.3.9.1. Relationships

In the course of supervision, a situation may develop where one or more of the following happens.

i. A breakdown in communication between the candidate and the supervisor

ii. Personal clashes and conflicts between the candidate and the supervisor

iii. Refusal by the candidate to follow genuine supervisors' advice.

5.3.9.2. Measures to be taken

In case any of the events in section 10.3.9.1 have occurred, the following actions should be taken:-

i. The supervisor or candidate or both should report the problem, in writing, to the Associate Director of Publications and Postgraduate Studies.

ii. The head of department/ should study the nature of the problem and recommend to the dean of the CHDU whereby one of the following actions shall be taken.
   a. The candidate be warned, in writing, about his/her weaknesses (if it is established that he/she is the cause of the problem);
   b. The candidate be transferred to another supervisor (where possible, and where necessary);
   c. The supervisor be informed about his/her weaknesses (if it is established that he/she is the source of the problem). Depending on the severity of the problem, the supervisor may continue to guide the candidate, or follow alternative (b)
   d. A small advisory panel be established by the dean of Faculty/CHDU to guide the candidate, if there is no other single person in the Department who has the expertise to supervise the candidate;
   e. Any other reasonable action, including advising the candidate to withdraw from studies, or discontinuation of the candidate.

5.3.10. Monitoring Students Progress.

The supervisor is required to monitor the candidate's progress throughout the research period by ensuring that:

i. Regular consultations exist between the candidate and the supervisor to discuss the research work, as advised, frequent consultations help to make the supervisor aware of new problems in the candidates' research since the last report, and to suggest remedial measures, before it is too late.
ii. If the candidate misses the services of supervisor for four consecutive weeks, it is recommended that another supervisor be appointed.
iii. Supervisors inform their respective heads of department/CHDUin writing about their absence.

5.4. PREPARATION AND PRESENTATION OF RESEARCH REPORTS DISSERTATIONS/THESES

5.4.1. Manuscript Preparation

During the course of preparing manuscripts, candidates and supervisors should ensure that they use the **American Psychological Association (APA)** style and observe guidelines outlined in Appendices 2(a) – 4.

5.4.2. Typing

i. The dissertation/thesis/research reports must be printed on good quality A4 paper. This is to ensure clear copies. Typing must be double-spaced and on one side of the paper only
ii. Except on the tile page, fonts should be 12 points (Times New Roman)

5.4.3. Pagination

i. Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals ("i", "ii", 'iii', "iv", etc.) beginning with the title page (Cover page bears no page numbers).
ii. Number the pages of the body of the report in Arabic numerals ("1", "2", '3', etc.) consecutively throughout.
iii. The page numbers should appear just below the centre of the lower margins.

5.4.4. Margins

i. The left-hand margin must be 2.5 cm from the left edge of the paper
ii. The right-hand margin 2.5cm from the right edge
iii. The top margin 4.0cm from the top of the page
iv. The bottom margin 2.5cm from the bottom edge of the paper.

Front/Cover and Title Pages

For samples of both pages please refer to Appendices 2(a) and 2(b). However, the following information is important in preparation of the pages

The front (cover) page must be arranged as follows:

a. Write the main Title of the dissertation/thesis/research project in CAPITALS (well-indented, centred) in 14 points bold fonts. A sub title should be in capital and Small letters.
b. Insert your name at the centre of both the cover page and title page. The name should be in capital and small letters, 12points bold.
c. Insert the following words "A dissertation/thesis/research report (Whichever is appropriate) Submitted in Partial Fulfilment of the requirements for the Award of a Master's or PhD degree of (insert name of degree) of the Teofilo Kisanji University", give the (Month and Year) of completion of the dissertation/thesis/research report.

5.4.6. Certification

The supervisor should certify that he/she has read the dissertation/thesis/research report, and found it to be in a form acceptable for examination.

5.4.7. Declaration by the candidate and statement of Copyright

i. Declaration
ii. Every dissertation/thesis/research report submitted for a higher degree of the University must be accompanied by a declaration by the candidate, stating that it is the candidate's own original work, and that it has not been submitted for a similar award in any other higher learning institution.
iii. Statement of Copyright

The research report shall contain the following statement of copyright by the author: "this dissertation/thesis/research report is copyright material protected under the Berne convention, the copyright and neighbouring Rights Act of 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealing; for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the University on behalf of the author.

5.4.8. Acknowledgement

In this section the candidate should acknowledge the people or institutions that rendered support or other assistance, which made the execution of the research work possible. However, the last statement of this section must emphasize that the candidate is wholly responsible for any mistakes/shortfalls that appear in the dissertation/Thesis produced.

5.4.9. Dedication (if any)

5.4.10. Abstract

This should be concise but comprehensive. It should be on one page only. The main objective of the research project, briefly how it was done, the important results achieved, conclusions and recommendations reached are summarized here.

5.4.11. Table of Contents

The table of contents should, be analytical and referring to specific pages. If there is to be a list of Tables, or a list of illustrations/figures, it should be on a separate page, arranged in the same format as the table of Contents. Any table legends should be listed on the appropriate pages.

5.4.12. Body of research report

a. Tables, figures, diagrams, boxes and plates should be numbered in separate sequences, and should be cited by number in the text. Each table and illustration should have a full caption.

b. The text should contain a comprehensive introduction and a Statement of the research problem, Objectives and Hypotheses (or research Questions); literature review, details of methodology used and presentation and analysis of data and discussion of the results, conclusion and recommendation. Details are in appendix 3 (a) and 3(b).

5.4.13. Literature Cited

All the literature cited in the text must be arranged in alphabetical order at the end of the research report, beginning with the author's surname, details on the year of publication of the work cited, the title of the work, the pages, the publisher and where published, must be given.

5.5. Length of the research proposal

The length of the research proposal for all candidates shall not exceed 15 pages references and appendices excluded.

5.6. Length of dissertation/Thesis/research report

i. PhD dissertations/Theses: maximum of 250 pages with a tolerance of 10% above this limit.

ii. Masters dissertations: Maximum of 200 pages with a tolerance of 10% above this limit, .e. up to 10 extra pages, appendices and footnotes included.

iii. The length of postgraduate diploma Research project papers shall be a maximum of 100pages with a tolerance of 10% above this limit, i.e. up to 5 extra pages, appendices and footnotes included.

CHAPTER 6

FINANCIAL MATTERS

FEE STRUCTURE FOR HIGHER DEGREES PROGRAMMES.

6.1 Policy on Payment of Tuition Fees

6.1.1 A student is not allowed into any lecture or tutorial session without being registered with the University.

6.1.2 Any student attempting to attend classes or access any other University facility without paying fees, is subject to expulsion.

6.1.3 Any student who shall indulge in forgery of university payments shall be dismissed from the university.

6.1.5 Tuition fees once paid is not refundable.

6.1.6 All those requiring refund for payments other than tuition fee should keep their receipt. All refunds shall be paid back after completion of studies.

6.2. TEKU Fee Structures for Post Graduate degree Programmes

All fees can be revised from time to time as per Council approval.

POSTGRADUATE DIPLOMA IN EDUCATION (PGDE)

TABLE 6.2.1: FEE STRUCTURE FOR POSTGRADUATE DIPLOMA IN EDUCATION (PGDE) IN THE 2025/2026 ACADEMIC YEAR

TABLE 6.2.2 : FEE STRUCTURE FOR THE 2025/2026 ACADEMIC YEAR

S/N	Direct Costs payable to the University	Year 1				Total in Tsh	Total Cost in US $
		Cost in Tsh					
		Semester 1		Semester 2			
		Installment 1	Installment 2	Installment 3	Installment 4		
1	Application fee	30,000	-	-	-	30,000	13
2	Registration	30,000	-	-	-	30,000	13
3	Tuition fee	550,000	550,000	550,000	550,000	2,200,000	953
4	Examination fee	100,000		-		100,000	43
5	Caution money	30,000		-		30,000	13
6	Identity Card	10,000		-		10,000	4
7	Students' Organisation (TEKUSO)	15,000		-		15,000	7
8	TEKU Development fund	80,000		-			69

						80,000	
9	Research paper supervision	-		200,000		200,000	87
10	TCU (Quality Assurance)	20,000		-		20,000	9
11	Health Insurance fee	50,400		-		50,400	22
11	Teaching practice	-		100,000		100,000	43
12	Graduation fee	-		-	100,000	100,000	43
13	Transcript	-		-	50,000	50,000	22
	Total payable to the University	**915,400**	**550,000**	**850,000**	**700,000**	**3,015,400**	**1,341**

4. Installments

The University will register only those students who provide sufficient evidence of tuition fee payment for the duration of their studies, as detailed in Tables **6.2.3**. Students may opt to pay the full annual direct costs at once,

First Installment (1st Quarter) November 2025

a) First Instalment (1st Quarter) November 2025

b). A student is required to pay **TZS 915,400** as the first instalment by November 2025, as outlined in Table 6.2.3 under column of Year 1 (1st Quarter).

Table 6.2.3 First instalment for PGDE Programmes (2025/2026 – 2027/2028)

S/N	Direct Costs payable to the University	1ST Installment
1	Application fee	30,000
2	Registration	30,000
3	Tuition fee	550,000
4	Examination fee	100,000
5	Caution money	30,000
6	Identity Card	10,000
7	Students' Organisation (TEKUSO)	15,000
8	TEKU Development fund	80,000
9	Research paper supervision	-
10	TCU (Quality Assurance)	20,000
11	Health Insurance fee	50,400
	Total payable to the University	**915,400**

b) Second Instalment (*February 2026*)

A student is required to pay **TZS. 550,000** as the second instalment by February, 2026, as outlined in Table 6.2.4

Table 6.2.4 Second installment for PGDE Programme (***To be paid before 28th February 2026***)

S/N	Direct Costs payable to the University	2nd Installment
1	Tuition fee	550,000
	Total payable to the University	**550,000**

c) Third Instalment (*April, 2026*)

A student is required to pay **TZS. 850,000** as the third instalment by April, 2026, as outlined in Table 6.2.5

Table 6.2.5: Third instalment for PGDE Programmes (***To be paid before 30th April 2026***)

S/N	Direct Costs payable to the University	3rd Installment
1	Tuition fee	550,000
2	Research paper supervision	200,000
3	Teaching practice	100,000
	Total payable to the University	**850,000**

d) Fourth Instalment (*June 2026*)

A student is required to pay **TZS. 700,000** as the fourth instalment by June 2026, as outlined in Table 6.2.6

Table 6.2.6: Fourth instalment for PGDE Programme (***To be paid before 30th June 2026)***

S/N	Direct Costs payable to the University	4th Installment
1	Tuition fee	550,000

2	Graduation fee	100,000
3	Transcript	50,000
	Total payable to the University	**700,000**

.e). Indirect Costs Payable to a Student

Table 6.2.7: Indirect Costs Payable to a Student

SN	**INDIRECT COSTS PAYABLE TO STUDENT**	COST IN TSH	TOTAL COST IN TSH	TOTAL COST IN US$
1	Accommodation	500,000	500,000	217
2	Books allowance	500,000	500,000	217
3	Meals allowance	3,000,000	3,000,000	1,304
4	Internet allowance	100,000	100,000	43
5	Field Research fund	500,000	500,000	217
6	Dissertation production	300,000	300,000	130
7	Stationeries	300,000	300,000	130
	Total payable to Student direct	**5,200,000**	**5,200,000**	**2258**

6.2. 8 Payment Modes

5. Payment Modes

Tuition fee should be paid by using control Number but students Organisation fee (Tsh 15,000) should be paid through account number shown in Table No6.2.8

Table 6.2.8

S/N	**NAME OF BANK**	**BANK ACCOUNT NUMBER**	**ACCOUNT NAME**
1	**CRDB**	**Request Control Number from IT office *(Phone 0763 509350)***	**TEOFILO KISANJIUNIVERSITY FOR TUITION FEE**
2	**NMB**	**Control Number will be provided by TEKUSO on reporting (call Number ----)**	**TEOFILO KISANJI UNIVERSITY STUDENTS ORGANIZATION**

3		**Control Number will be provided by NHIF after your registration**	**NATIONAL HEALTH INSURANCE FUND**

6.2.9 Hostels

S.N	Hostels Name	BANK ACCOUNT NUMBER	Cost per academic year
1	Uzima hostels	**Request Control Number from IT office** ***(Phone 0763 509350)***	**264,000.00**
2	Hekima and Amani hostels	**Request Control Number from IT office** ***(Phone 0763 509350)***	**264,000.00**

6.2.10. Registration:

a) Registration will be done on payment of the amount stipulated in the first instalment in Table 6.2.3

b) You will not be allowed to do University semester examinations until you pay the second intalment in Table 6,2,3

NOTE: Tuition fee and other direct costs should be paid by using control number that will be generated by the Accountant office (Phone Number 0763509350) but students Organisation fee (Tsh 15,000) should be paid on reporting to TEKUSO offices..
Please come with the original bank pay-in slip to the cashier for a University receipt.

NB: Make sure that your pay-in Slip has the following information:
(i) Your official first name, Middle Name and Surname.
(ii) Programme study (i.e. PGDE)
(iii)Purpose of payment (e.g. Tuition Fee, Development fund etc)

6.3 THE FEE STRUCTURE FOR MASTER OF EDUCATION IS AS INDICATED IN TABLE 6.3

Table 6.3.1: FEE STRUCTURE FOR MASTER OF EDUCATION PROGRAMME FOR THE 2025/2026 ACADEMIC YEAR

6.3.1 Fees and Other Expenses

The fee structure is as indicated in Table 6.3.1

Table 6.3.1: FEE STRUCTURE FOR THE 2025/2026 ACADEMIC YEAR

Fee Structure for the 2025/2026 Academic Year

S/N	ITEM	1st Year	2nd Year	Total in Tsh	Total in US $
		Cost in Tsh	Cost in Tsh		
	Direct cost Payable to the University	**Installment 1**	**Installment 3**		
1	Application fee	50,000	-	50,000	22
2	Registration fee	100,000	100,000	200,000	87
3	Tuition fee	1,600,000	1,600,000	3,200,000	1387
4	Caution money	30,000	-	30,000	13
5	Identity Card	10,000	-	10,000	4
6	Dissertation supervision	-	800,000	800,000	347
7	Students' Organisation (TEKUSO)	15,000	15,000	30,000	13
8	TEKU Development fund	80,000	80,000	160,000	69
9	TCU (Quality Assurance cost)	20,000	20,000	40,000	17
10	Examination fee	100,000	100,000	200,000	87
11	Health Insurance	50,400	50,400	100,800	44
12	Dissertation Oral Examination	-	1,000,000	1,000,000	433
13	Graduation fee	-	100,000	100,000	43
14	Transcripts fee	-	50,000	50,000	22
	Total payable to the University	**2,055,400**	**3,915,400**	**5,970,800**	**2,587.97**

6.4 Instalments

The University will register only those students who provide sufficient evidence of tuition fee payment for the duration of their studies, as detailed in Tables 6.4.1 to 6.4.4. Students may opt to

pay the full annual direct and indirect costs at once, as detailed in the attached fee structure (Table 6.4.1)

a). First Instalment (1st Quarter) November 2025

A student is required to pay 855,000 Tsh for 1st year MED student and or 765,000 for 2nd Year MED student the first instalment by November 2025, as outlined in Table 6.4.1 under column of Year 1 & Year 2 (1st Quarter).

Table 6.4.1: First instalment for MED Programmes (To ***be paid before 17th November 2025***)

S/N	ITEM	1st YEAR	2nd YEAR
	Direct cost Payable to the University	**1st INSTALLMENT**	**1st INSTALLMENT**
1	Application fee	50,000	
2	Caution money	30,000	
3	Examination fee	100,000	100,000
4	Health Insurance	50,400	50,400
5	Identity Card	10,000	
6	Registration fee	100,000	100,000
7	Students' Organisation (TEKUSO)	15,000	15,000
8	TCU (Quality Assurance cost)	20,000	20,000
9	TEKU Development fund	80,000	80,000
10	Tuition fee	400,000	400,000
	Total payable to the University	**855,400**	**765,400**

c) **6. 4.2: Second Instalment (*February 2026*)**

A student is required to the second instalment of 400,000 Tsh by February, 2026, as outlined in Table 6.4.2

Table 6. 4.2: Second instalment for MED Programme (***To be paid before 28th February 2026***)

S/N	ITEM	1st YEAR	2nd YEAR

	Direct cost Payable to the University	2nd INSTALLMENT	2nd INSTALLMENT
1	Tuition fee	400,000	400,000
	Total payable to the University	**400,000**	**400,000**

6.4.3 Third Instalment (*April 2026*)

A student is required to pay 400,000Tsh for First MED students and for 2nd Year MED students1,300,000Tsh as the third instalment by April, 2026, as outlined in Table 6. 4.3

Table 6.4.3: Third instalment for MED Programmes (***To be paid before 30th April 2026***)

S/N	ITEM	1st YEAR	2nd YEAR
	Direct cost Payable to the University	**3rd INSTALLMENT**	**3rd INSTALLMENT**
1	Tuition fee	400,000	400,000.00
2	Dissertation supervision		400,000.00
3	Dissertation Oral Examination		500,000.00
	Total payable to the University	**400,000**	**1,300,000**

6.4.4 : Fourth Instalment (*June 2026*)

A student is required to pay Tsh 400,000 for 1st Year MED student and 1,450,000Tsh for 2nd Year MED student the fourth instalment by June 2026, as outlined in Table 6.4.4

Table 6.4.4: Fourth instalment for MED Programme (***To be paid before 30th June 2026)***

S/N	ITEM	1st YEAR	2nd YEAR
	Direct cost Payable to the University	**4th INSTALLMENT**	**4th INSTALLMENT**
1	Tuition fee	400,000.00	400,000.00
2	Dissertation supervision		400,000.00
3	Dissertation Oral Examination		500,000.00
4	Graduation fee		100,000.00

5	Transcripts fee		50,000.00
	Total payable to the University	**400,000.00**	**1,450,000**

6.4.5 Indirect Costs Payable to a Student

Table 6.4.5 : Stipends Due for a Student

S/N	INDIRECT COST PAYABLE TO STUDENT	Cost in Tsh – Year I	Cost in Tsh – Year II	Total Cost in Tsh vf 2 Years	Total in US$
1	Accommodation	264,000	264,000	528,000	470
2	Book allowance	500,000	500,000	1,000,000	435
3	Meals allowance	3,000,000	3,000,000	6,000,000	2,609
4	Field research fund	750,000	750,000	1,500,000	652
5	Stationary	500,000	500,000	1,000,000	435
6	Dissertation production	-	500,000	500,000	235
7	Internet services	300,000	300,000	600,000	261
	Total payable to Student direct	**5,314,000**	**5,814,000**	**11,128,000**	**5,097**

Table6. 6 4.6: Payment Mode

S/N	NAME OF BANK	BANK ACCOUNT NUMBER	ACCOUNT NAME
1	**CRDB**	**Request Control Number from IT office *(Phone 0763 509350)***	**TEOFILO KISANJIUNIVERSITY FOR TUITION FEE**
2	**NMB**	**Control Number to be provided by TEKUSO.**	**TEOFILO KISANJI UNIVERSITY STUDENTS ORGANIZATION**
3		**Control Number will be provided by NHIF after your registration**	**NATIONAL HEALTH INSURANCE FUND**

Hostel 4.7

S.N	Hostels Name	BANK ACCOUNT NUMBER	Cost per academic year
1	Uzima hostels	**Request Control Number from IT office *(Phone 0763 509350)***	**264,000.00**
2	Hekima and Amani hostels	**Request Control Number from IT office *(Phone 0763 509350)***	**264,000.00**

6. Registration:

Registration will be made on payment of the amount indicated in the first instalment in Table 6.4.1

NOTE: Tuition fee and other direct costs should be paid by using control number that will be provided by the Accountant's office, phone *0763 509350* but students Organisation fee (Tsh 15,000) should be paid through Control number that will be provided to you by TEKUSO.

Please come with the original bank pay-in slip to the cashier for a University receipt.

(c) Please, see the appendix which shows the breakdown of how you may pay the tuition fee for the four semesters.

NB: Make sure that your original bank pay-in slip has the following information:

(i) Your official First name, Middle name and Surname
(ii) Programme of study (i.e. MED)
(iii) Purpose of payment (e.g. Tuition Fee or any type of fee).

6.5 : MASTER OF THEOLOGY (MTH) IN THE 2025/2026 ACADEMIC YEAR

Table 6.5.1 FEE STRUCTURE FOR MASTER OF THEOLOGY (MTH) IN THE 2025/2026 ACADEMIC YEAR

Table 6.5.1: Fee Structure for the 2025/2026 Academic Year

S/N	Item	1st Year	2nd Year	Total in Tsh	Total in US $
		Cost in Tsh	Cost in Tsh		
	Direct cost Payable to the University	**Semester 1**	**Semester 3**		
1	Application fee	50,000	-	50,000	22

2	Registration fee	100,000	100,000	200,000	87
3	Tuition fee	1,600,000	1,600,000	3,200,000	1387
4	Caution money	30,000	-	30,000	13
5	Identity Card	10,000	-	10,000	4
6	Dissertation supervision	-	800,000	800,000	347
7	Students' Organisation (TEKUSO)	15,000	15,000	30,000	13
8	TEKU Development fund	80,000	80,000	160,000	69
9	TCU (Quality Assurance cost)	20,000	20,000	40,000	17
10	Examination fee	100,000	100,000	200,000	87
11	Health Insurance	50,400	50,400	100,800	44
12	Dissertation Oral Examination	-	1,000,000	1,000,000	433
13	Graduation fee	-	100,000	100,000	43
14	Transcripts fee	-	50,000	50,000	22
	Total payable to the University	**2,055,400**	**3,915,400**	**5,970,800**	**2,588.12**

6.6 Instalments.

The University will register only those students who provide sufficient evidence of tuition fee payment for the duration of their studies, as detailed in Tables 6.6.1 to 6.6.4. Students may opt to pay the full annual direct costs at once, as detailed in the attached fee structure (Table 6.6.1.1 above).

6.6.1.6irst Instalment (1st Quarter) November 2025

A student is required to pay Tsh 855,000 for 1st year MTH students and 785,000 2nd year MTH students the first instalment by November 2025, as outlined in Table 4.1 below under column of Year 1 (1st Quarter).

Table 6.6..1: First instalment for MTH Programmes (***To be paid before 17th November 2025***)

S/N	ITEM	1st YEAR	2nd YEAR

	Direct cost Payable to the University	1st INSTALLMENT	1st INSTALLMENT
1	Application fee	50,000.00	
2	Caution money	30,000.00	
3	Examination fee	100,000.00	100,000.00
4	Health Insurance	50,400.00	50,400.00
5	Identity Card	10,000.00	
6	Registration fee	100,000.00	100,000.00
7	Students' Organisation (TEKUSO)	15,000.00	15,000.00
8	TCU (Quality Assurance cost)	20,000.00	20,000.00
9	TEKU Development fund	80,000.00	80,000.00
10	Tuition fee	400,000.00	400,000.00
	Total payable to the University	**855,400**	**765,400**

6.6.2: Second Instalment (*February, 2026*)

A student is required to pay400,000 Tsh for 1st year MTH students and 1,300,000 Tsh for 2nd year students as th second instalment by February, 2026, as outlined in Table 6.6.2

Table 6.6.2: Second instalment for MTH Programme (***To be paid before 28th February, 2026***)

S/N	ITEM	1st YEAR	2nd YEAR
	Direct cost Payable to the University	**2nd INSTALLMENT**	**2nd INSTALLMENT**
1	Tuition fee	400,000.00	400,000.00
2	Dissertation supervision	-	400,000.00
3	Dissertation Oral Examination	-	500,000.00
	Total payable to the University	**400,000.00**	**1,300,000**

6.6.3: hird Instalment (*April, 2026*)

A student is required to pay 400,000 for first year MTH student and 1,300,000 Tshfor 2nd year student as t third instalment by April, 2026, as outlined in Table 6.6.3

Table 6.6.3: Third instalment for MTH Programmes (***To be paid before 30th April, 2026***)

S/N	ITEM	1st YEAR	2nd YEAR
	Direct cost Payable to the University	**3rd INSTALLMENT**	**3rd INSTALLMENT**
1	Tuition fee	400,000	400,000.00

2	Dissertation supervision		400,000.00
3	Dissertation Oral Examination		500,000.00
	Total payable to the University	**400,000**	**1,300,000**

6.6.4 : Fourth Instalment (*June 2026*)

A student is required to pay 400,000 for 1st year MTH student and 550,000 for 2nd year MTH student as the fourth instalment by June, 2026, as outlined in Table 6.6.4.

Table 6.6.4: Fourth instalment for MTH Programme (***To be paid before 30th June 2026)***

S/N	ITEM	1st YEAR	2nd YEAR
	Direct cost Payable to the University	**4th INSTALLMENT**	**4th INSTALLMENT**
1	Tuition fee	400,000	400,00
2	Graduation fee		100,00
3	Transcripts fee		50,00
	Total payable to the University	**400,000**	**550,00**

6.6.5. Indirect Costs Payable to a Student and Payment Modes

Outlined in tables below are costs that are intended for a student's upkeep.

Table 6.6. 5: Indirect Costs Payable to a Student

S/N	INDIRECT COST PAYABLE TO STUDENT	Cost in Tsh – Year I	Cost in Tsh – Year II	Total Cost in Tsh – 2 Years	Total in US$
1	Accommodation	264,000	264,000	528,000	470
2	Book allowance	500,000	500,000	1,000,000	435
3	Meals allowance	3,000,000	3,000,000	6,000,000	2,609
4	Field research fund	750,000	750,000	1,500,000	652
5	Stationary	500,000	500,000	1,000,000	435
6	Dissertation production		500,000	500,000	235
7	Internet services	300,000	300,000	600,000	261
	Total payable to Student direct	**5,686,000**	**6,186,000**	**11,872,000**	**5,000**

6.6.7: **Payment Modes**

Tuition fee should be paid by using control Number but students Organisation fee (Tsh 15,000) should be paid through control number indicated in Table 6.6.7

Table 6.6.7

S/N	NAME OF BANK	BANK ACCOUNT NUMBER	ACCOUNT NAME
1	**CRDB**	**Request Control Number from IT office *(Phone 0763 509350)***	**TEOFILO KISANJIUNIVERSITY FOR TUITION FEE**
2	**NMB**	**Control Number to be provided by TEKUSO.**	**TEOFILO KISANJI UNIVERSITY STUDENTS ORGANIZATION**
3		**Control Number will be provided by NHIF after your registration**	**NATIONAL HEALTH INSURANCE FUND**

Hostels 6.6.7

S.N	Hostels Name	BANK ACCOUNT NUMBER	Cost per academic year
1	Uzima hostels	**Request Control Number from IT office *(Phone 0763 509350)***	**264,000.00**
2	Hekima and Amani hostels	**Request Control Number from IT office *(Phone 0763 509350)***	**264,000.00**

6.6.8. Registration:

Registration will be made on payment of the amount indicated in the first instalment (Table 4.1.:

NOTE: Tuition fee and other direct costs should be paid by using control number that will be generated by the IT office (Phone 0763 509350) but students Organisation fee (Tsh 15,000) and NHIF Fee should be paid through Controll Numbers to be provided by NHIF and TEKUSO.

Please come with the original bank pay-in slip to the cashier for a University receipt.

NB: Make sure that your original bank pay-in slip has the following information:

(iv) Your official First name, Middle name and Surname
(v) Programme of study (i.e. MTH)
(vi) Purpose of payment (e.g. Tuition Fee or any type of fee).

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6.7. FEE STRUCTURE FOR THE DOCTOR OF PHILOSOPHY IN THEOLOGY

The Structure for the Doctor of Philosophy in Theology is indicated in Table 6.7.1

TABLE 6.7.1 DIRECT COSTS FOR PHD IN THEOLOGY 2025/2026 ACADEMIC YEAR

S/N	Item	Year 1		Year 2		Year 3		Total cost in Tshs for 3 Years
	Direct Cost Payable to the University	Cost in Tsh		Cost in Tshs		Cost in Tsh		
		Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	
1	Tuition fee	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	7,500,000
2	Registration fee	100,000	-	100,000	-	100,000	-	300,000
3	Research proposal presentation fee	500,000	-	-	-	-	-	500,000
4	Thesis supervision	416,667	416,667	416,667	416,667	416,667	416,667	2,500,002
5	Thesis Examination fee	-	-	-	-	600,000		600,000
5	Thesis defence fee	-	-	-	-	700,000	1,500,000	2,200,000
6	Caution money	100,000	-	-	-	-	-	100,000
7	TCU (Quality Assurance)	20,000	-	20,000	-	20,000	-	60,000
8	Student Organisation (TEKUSO)	15,000	-	-	-	-	-	15,000

9	Identity Card	10,000	-	-	-	-	-	10,000
10	TEKU development fund	80,000	-	80,000		80,000	-	240,000
11	Graduation fee	-	-	-	-	100,000	-	100,000
12	Transcript	-	-	-	-	-	50,000	50,000
	Total payable to the University	**2,491,667**	**1,666,667**	**1,866,667**	**1,666,667**	**3,266,667**	**3,216,667**	**14,175,002**

Tuition fee should be paid by using control Number but students Organisation fee (Tsh 15,000) should be paid through the account number that will be provided by TEKUSO upon your arrival or by contacting: 0623978224

6.8 Instalments

The University will register only those students who provide sufficient evidence of tuition fee payment for the duration of their studies, as detailed in Tables 6.8.1 to 6.8.4. Students may opt to pay the full annual direct costs at once, as detailed in the attached fee structure (Table 3.1 above).

6.8.1 First Instalment (1st Quarter) November 2025

A student is required to pay Tsh 1,897,067 for 1st year first instalment, and Tsh 1,307,067 for 2nd first instalment and finally Tsh. 2,607,067 for 3rd Year first instalment. For 2025/2026 Academic year, the first instalment be paid latest by 17th November, 2025. Table 6.8.1 outlines the breakdown for the totals.

Table 6.8.1: First instalment for PhD Programmes (***To be paid before 17th November, 2025***)

S/N	ITEM	1st YEAR	2nd YEAR	3rd YEAR
	Direct Cost Payable to the University	**1st INSTALMENT**	**1st INSTALMENT**	**1st INSTALMENT**
1	Application fee	50,000.00		
2	Caution money	30,000.00		
3	Thesis Proposal Presentation fee	500,000		
4	Thesisi Supervision Fee	416,667	416,667	416,667
5	Thesis Examination Fee			600,000
6	Thesis Defence Fee			700,000
7	Health Insurance	50,400.00	50,400.00	50,400.00
8	Identity Card	10,000.00		
9	Registration fee		100,000.00	

		100,000.00		100,000.00
10	Students' Organisation (TEKUSO)	15,000.00	15,000.00	15,000.00
11	TCU (Quality Assurance cost)	20,000.00	20,000.00	20,000.00
12	TEKU Development fund	80,000.00	80,000.00	80,000.00
13	Tuition fee	625,000.00	625,000.00	625,000.00
	Total payable to the University	**1,897,067**	**1,307,067**	**2,607,067**

6.8..2 Second Instalment (*February, 2026*)

A student is required to pay 625,000.00 Tsh as a 2nd instalment across all years of study where the payments for 2025/2026 academic year must be effected by 28th February, 2026 as shown in table 6.8.2.

Table 6.8..2: Second instalment for PhD Programme (***To be paid by 28th February, 2026***)

S/N	ITEM	1st YEAR	2nd YEAR	3rd YEAR
	Direct Cost Payable to the University	**2nd INSTALMENT**	**2nd INSTALMENT**	**2nd INSTALMENT**
1	Tuition fee	625,000.00	625,000.00	625,000.00
	Total payable to the University	**625,000.00**	**625,000.00**	**625,000.00**

6.8.3:Third Instalment (*April, 2026*)

A student is required to pay Tsh. 1,041, 667 as a 3rd instalment for the first and second years of study but should pay Tsh. 2,541,667 as 3rd instalment in the third year. For the 2025/26 Academic Year, the payments must be effected by 30th April, 2026. For details see table6.8.4.3 herein.

Table 6.8.3: Third instalment for PhD Programmes (***To be paid before 30th April, 2026***)

S/N	ITEM	1st YEAR	2nd YEAR	3rd YEAR

	Direct Cost Payable to the University	3rd INSTALMENT	3rd INSTALMENT	3rd INSTALMENT
1	Thesis Supervision Fee	416,667	416,667	416,667
2	Thesis Defence Fee			1,500,000
3	Tuition fee	625,000.00	625,000.00	625,000.00
	Total payable to the University	**1,041, 667**	**1,041, 667**	**2,541,667**

6.8.4 Fourth Instalment (*June 2026*)

A student is required to pay Tsh 625,000.00 for 4th quarter across all years of study. This fourth instalment must be paid by June, 2026 for the academic year 2025/2026 as outlined in Table 6.8.4.

Table 6.8.4: Fourth instalment for PhD Programme (***To be paid by 30th June 2026)***

S/N	ITEM	1st YEAR	2nd YEAR	3rd YEAR
	Direct Cost Payable to the University	**4th INSTALMENT**	**4th INSTALMENT**	**4th INSTALMENT**
1	Tuition fee	625,000.00	625,000.00	625,000.00
	Total payable to the University	**625,000.00**	**625,000.00**	**625,000.00**

6.10 Costs for a Student's Upkeep (Indirect Costs)

Table 6.10 1 Indirect Costs

S/N	INDIRECT COST PAYABLE TO STUDENT	Cost in Tsh – Year I	Cost in Tsh – Year II	Total Cost in Tsh – 2 Years	Total in US$
1	Accommodation	264,000	264,000	528,000	470
2	Book allowance	500,000	500,000	1,000,000	435
3	Meals allowance	3,000,000	3,000,000	6,000,000	2,609
4	Field research fund	750,000	750,000	1,500,000	652
5	Stationary	500,000	500,000	1,000,000	435
6	Dissertation production	-	500,000	500,000	235
7	Internet services	300,000	300,000	600,000	261

	Total payable to Student direct	**5,314,000**	**5,814,000**	**11,128,000**	**5,097**

6.11 . ayment Modes

All fees should be paid by using control Number and also Students Organisation fee (Tsh 15,000) should be paid through the account number that will be provided by TEKUSO officers as indicated in in Table No: 5.1

Table 6.11.1

S/N	NAME OF BANK	BANK ACCOUNT NUMBER	ACCOUNT NAME
1	**CRDB**	**Request Control Number from IT office *(Phone 0763 509350)***	**TEOFILO KISANJIUNIVERSITY FOR TUITION FEE**
2	**NMB**	**Cntrol Nmber to be given by TEKUSO call number (0623978224)**	**TEOFILO KISANJI UNIVERSITY STUDENTS ORGANIZATION**
3		**Control Number will be provided by NHIF after your registration**	**NATIONAL HEALTH INSURANCE FUND**

6. 12 Accommodation

The university has hostels as indicated in table 4.7. Accommodation in University hostels is four students per room at Tsh 264,000 per head. However, one is allowed to use the whole room alone where payments will be Tsh. 264,000 by 4, thus hiking to Tsh. 1,056,000 per year.

Table 6.12.1: Hostels and Payment

S.N	Hostels Name	BANK ACCOUNT NUMBER	Cost per academic year
1	Uzima hostels	**Request Control Number from IT office *(Phone 0763 509350)***	**264,000.00***
2	Hekima and Amani hostels	**Request Control Number from IT office *(Phone 0763 509350)***	**264,000.00***

***NB:** Accommodation in University hostels is four students per room at Tsh 264,000 per head. However, one is allowed to use the whole room alone where payments will be Tsh. 264,000 by 4 hiking to Tsh. 1,056,000 per year.

7.0 Registration

(a) Registration will be made upon payment of the first quarter as shown in table 4.1.

(b) The total amount of tuition fee for the programme is T.shs 7,500,000, excluding Tshs 2,500,000 for thesis supervision fee and other direct costs shown in the fee structure outlined in table 3.1.

NOTE: Tuition fee and other direct costs should be paid by using control number that will be generated by the University Accountant's office but students Organisation fee (Tsh 15,000) should be paid through the account number that will be provided on arrival.

Please come with the original bank pay-in slip to the cashier for a University receipt.

(c) Please, see the appendix which shows the breakdown of how you may pay the tuition fee for the three semesters.

NB: Make sure that your original bank pay-in slip has the following information:

(i) Your official First name, Middle name and Surname
(ii) Programme of study (i.e PhD in Theology)
(iii) Purpose of payment (e.g. Tuition Fee or any type of fee).
(iv) .

CHAPTER 7

STUDENTS' LIFE AT TEOFILO KISANJI UNIVERSITY



Students diligently studying in a pleasant atmosphere

7.1 Orientation for New Students

This is held in the week before the first semester begins. Activities include addresses by the University Authorities and meetings with Faculty Deans as well as Heads of Departments. Students are also exposed to existing rules and regulations in force at the University.

Students' Organization

There is a central government of the student's body called Teofilo Kisanji University Students Organization (TEKUSO), which promotes and safeguards the interests of all students. This organization is the major link between the University administration and students. It has a parliament with an elected speaker, and ministers as well as deputy ministers in selected areas under the President, Vice-President, Prime Minister and General Secretary. All students must abide to the TEKUSO constitution and bylaws**.**

Student Policies

7.3.1 Residence

Students may be offered accommodation in the University hostels of residence on application and at a fee prescribed by the University, which shall be paid on annual basis at the beginning of

academic year. Hostels are available on-campus with luxurious rooms. Where on-campus
A student is prohibited to:

a. Wear uniforms of any political party on campus or while on campus by words or acts bring the University or the Government into dispute based on his/her political belief or affiliation.
b. Contest for elections in any political party while studying at TEKU.
c. Use the name of the University for any document without official permission.
d. Breach to any of the above conditions disciplinary action shall be taken, which may be either suspension or dismissal from studies.

7.3.2 Channelling of Issues by Students
Students ought to channel their issues through TEKUSO organs, which are under the leadership of the TEKUSO President.

7.4 Services available at TEKU
7.4.1 Information and Communication Technology (ICT) Facilities and Services

The University is well equipped with modern computer facilities and services. There are three computer labs and all are internet connected.

7.4.2 Kindergarten
There is a Kindergarten school within the compound, which serves children of TEKU community and the community surrounding TEKU.

7.4.3 Sports, Games and Leisure
There are playgrounds for football, netball, basketball and other sports such as athletics. Both students and members of staff are allowed to use the sports and leisure facilities.

7.4.4 Bookshop and Photocopy services
TEKU Bookshop is within the compound and has a variety of books. There are also photocopy services available in the Bookshop.

7.4.5 Stationery and Secretary Services
Stationery and secretarial services are available in the bookshop and in the University Library.

7.4.6 Chaplaincy
Within the University Old Campus, there is a chapel to cater for all students. The Chapel services are offered on mornings as well as Sundays. The Chapel belongs to the Moravian Church in Tanzania (MCT). Special services such as Weddings etc. can be arranged with the Chaplain.

7 .4.7 Accommodation
The University has services of hostels for students at affordable prices. Besides the ordinary hostels at the Old Campus, the University has modern hostels namely Hekima, Uzima and Amani. The University has invested in those hostels to ensure the availability of conducive residing conditions to students to facilitate learning and security to students.

7.4.8 Conference Halls Facilities
The University has halls to render services to people with social functions like weddings, seminars, workshops etc readily available at affordable prices**.**

7.4.9 2Medical Services and Health Insurance all students are required to have Health Insurance Offered by the National Health Insurance Fund (NHIF) Hence each student have to **pay 50,400** for the NHIF per year on reporting. .

A dispensary assists students and the community. A student shall be required to pay for the services provided at the dispensary. In case of seriousness, a person is then referred to K's Quality Hospital or Mbeya Referral Hospital for further investigation and treatment. A nurse is in-charge of the dispensary.

CHAPTER 8. Allocation of Credits to Core and Electives Courses by Semester.

8.1 Master of Education: Components of the Programmes and Credits hours for each Component

8.1.1 First Semester

Course Code	Course name	Core or elective	Credits
THDE 9111	Educational Research Methodology	Core	9
THDE 9112	Educational Statistics and Information Management systems	Core	12

THDE 9113	International Comparative Education	Core	9
THDE 9114	Education Organizational Behaviour	Core	9
THDE 9115	Human Resource Management in Education	Core	9
THDE 9116	Academic Writing Skills	Core	12
Total			**60**

CHAPTER 8.
Allocation of Credits to Core and Electives Courses by Semester.

8.1 Master of Education: Components of the Programmes and Credits hours for each Component

Table: 8.1.1 First Semester

Course Code	Course name	Core or elective	Credits
THDE 9111	Educational Research Methodology	Core	9
THDE 9112	Educational Statistics and Information Management systems	Core	12
THDE 9113	International Comparative Education	Core	9
THDE 9114	Education Organizational Behaviour	Core	9
THDE 9115	Human Resource Management in Education	Core	9
THDE 9116	Academic Writing Skills	Core	12
Total			**60**

Table: 8.1.2: Second Semester

Course Code	Course Name	Core or Elective	Credits
THDE 9121	Educational Policy and Planning	Core	9
THDE 9122	Educational Management and Administration	Core	12
THDE 9123	Curriculum Design, Development and Implementation	Core	12
THDE 9124	Psychology of Human Development in Education	Core	12
THDE 9125	Foundation for Education Practices and Interventions	Core	12

Total			**66**
	Choose ONLY one elective course		
THDE 9126	Gender and Development Issues in Education	Elective	9
THDE 9127	Professional Ethics for Educators	Elective	9

Table: 8.1.3: Third Semester

Course Code	***Course Name***	***Core or elective***	***Credits***
THDE 9231	***Dissertation***	***Core***	***60***

Total Credits186

Key: i.e. THDE 9125

THDE:TEKU Higher Degree of Education

- **9: Stands for UQF Level of the Programme**
- **1: Year (1) of the study**
- **2: Semester (1) in which the course is offered**
- **5: Course number (5) of a given semester**

8.2 Master in Theology: Components of the Programme and Credit hours for each Component

Table: 8.2.1: First Semester

Course Code	**Core/Elective**	**Course Title**	**Credits**
TMTh 9111	CORE	Worship and Liturgy	9
TMTh 9112	CORE	Homiletics: The Art of Preaching	9
TMTh 9113	CORE	Church Polity	9
TMTh 9114	CORE	Research Methodology I: Empirical Research Methods	12
TMTh 9115	CORE	Christian Education to various Church Groups	9
TMTh 9116	CORE	African Applied Christian Ethics	12
	TOTAL		**60**

Table: 8.2.2:Second Semester

Course Code	Core/Elective	Course Title	Credits
TMTh 9121	CORE	Stewardship and Church Finance	9
TMTh 9122	CORE	Pastoral Care and Counselling	9
TMTh 9123	CORE	Contemporary challenges in Theology	9
TMTh 9124	CORE	Pastoral identity in the History of the Moravian Church from the 18th to the 20th Century	9
TMTh 9125	CORE	The Bible and Pandemic Diseases in an African Context	12
TMTh 9126	CORE	Research Methodology II: Research Ethics	12
TOTAL			**60**

Table: 8.2.3: Third & Fourth Semesters

Course Code	Core/Elective	Course Title	Credits
TMTh 9211	CORE	Research Methodology III: Report Writing	12
TMTh 9212	CORE	Dissertation	60
TOTAL			**72**
TOTAL CREDITS			**192**

8.3 Postgraduate Diploma in Education: Components of the Programme and credit hours for each Components

Table: 8.3.1: Semester 1 year 1

Course Code	*Course name*	*Core or elective*	*Credits*
TPED 9111	Foundations of Education	*Core*	*12*
TPED 9112	Professional Ethics for Educators	*Core*	*9*
TPED 9113	Contemporary Issues in Education	*Core*	*9*
TPED 9114	Curriculum Design, Development and evaluation	*Core*	*9*
TPED 9115	Educational Media and Technology	*Core*	*9*
TPED 9116	Research Methods in Education	*Core*	*9*
TPED 9117	Educational Psychology	*Core*	*9*
Total			*68*

Table:8.3.2: Semester 2 year 1

Course Code		**Core /elective**	**Credits**
TPED 9121	Principles of Teaching Methods	Core	9
TPED 9122	Educational Guidance and Counselling	Core	9
TPED 9123	Teaching Practice	Core	9
TPED 9124	Independent Research Project in Education	Core	12
TPED 9125	Educational Management and School Administration	Core	12
TPED 9126	Educational measurements ,Statistics and Evaluation	Core	9
TPED 9127	International and Comparative Education	Core	9
Total			**69**
	Choose one elective course.		
TPED 9128		Elective	9
TPED 9129	Geography Teaching Methods	Elective	9
TPED 91210	English Teaching Methods	Elective	9
TPED 91211	Mathematics Teaching Methods	Elective	9
TPED 91212	History Teaching Methods	Elective	9
TPED 91213	Kiswahili Teaching Methods	Elective	9

	Chemistry Teaching Methods		**9**
	Biology Teaching Methods		**9**
	Physics Teaching Methods		**9**
Total			**81**

Key: i.e. TPED 9125

TPED: TEKU Postgraduate Education

9: Stands for UQF Level of the Program

1: Year (1) of the study

2: Semester (1) in which the course is offered

5: Course number (5) of a given semester

The student teachers will be taught the courses with teachers who teach in undergraduate programmes hence the course codes are those used in undergraduate programmes.

8.4 PHD in Theology: Components of the Programme and Credit hours for each Component

Table: 8.4.1: First Year

Component Code	**Core/Elective**	**Component Title**	**Credits**
TPhD 1021	CORE	Research Methodology Seminar I	10
TPhD 1022	CORE	Paper Presentation I	30
TPhD 1023	CORE	Published Paper I	80
TOTAL			**120**

Table: 8.4.2: *Second Year*

Component Code	**Core/Elective**	**Component Title**	**Credits**
TPhD 1011	CORE	Research Methodology Seminar II	10
TPhD 1012	CORE	Paper Presentation II	30
TPhD 1013	CORE	Published Paper II	80
		TOTAL	**120**

Table: 8.3.3: Third Year

Component Code	Core/Elective	Component Title	Credits
TPhD 1031	CORE	Paper Presentation III	30
TPhD 1032	CORE	Published Paper III	70
TPhD 1033	CORE	Final PhD Thesis	200
	+	**TOTAL**	**300**
		GRAND TOTAL	**540**

KEY: e.g., TPhD **1011**

T Stands for TEKU, *PhD* for PhD Programme in Theology. The first two digits stand for the UQF Level according to the TCU guideline. In this programme, it is UQF Level

The third digit stands for the year in which the component is implemented.

The fourth digit stands for the component listing in a particular year of study.

CHAPTER 9

THE UNIT OF LIBRARY & INFORMATION SERVICES (ULIS)



Students Making Effective use of the Library Services

9.1 Introduction

The University provides various facilities and services to students and the community at large. Facilities and services are organized under different organs of the University like faculties directorates, departments and units.

9.2 University Library Facilities and Services

9.2.1 The University Unit of the Library and information services (ULIS).

9.2.2. The Library has a large collection of books on all subject areas of theology, social sciences, education, languages, mathematics, ICT, economics, arts etc. The collection of books comprise of more than 33,133 volumes of hard copies as well as about 7,500 entries of e– resources for reference and circulation. Subscribed 22,114 journals also form part of the library collection.

9.2.3. TEKU is a member of **COTUL** (Consortium of Tanzania Universities and Research Libraries) which enables the University to subscribe over 45 databases to access hundreds of online Journals in order to help library patrons to do well in their research.

9.2.4 Computers have been networked and are also internet connected; printing and photocopying services are available. In order to accomplish efficient services of all these library resources and facilities, library users are requested to abide to the set rules and regulations. Library users are also expected to make suggestion to any amendments they think could improve library services for the community.

9.2.5. The Library is in operation as follows:-

Opening hours

Day	**Duration**
Monday to Friday	08:30 - 22.00 hours
Saturdays	09:00 - 18:00 hours
Public Holidays	The Library is closed

The Library is closed on all public holidays and during the vacation,

9.2.7 Membership

The library provides membership to students, academic and non-academic staff. Members from outside TEKU shall pay a membership fee of twenty five thousand shillings (TShs. 25,000.00) per year. They will apply for membership in writing to become users of the library. Entrance into the Library is by identity cards.

9.2.8 Borrowing Tickets

Students and non-academic staff are issued with 3 tickets and academic staff with 5 tickets. Members from outside TEKU shall be issued with 1 ticket.

NB: Finalists are required to return all 3 borrowing tickets issued to them after completion of their studies.

9.3 Lending Rules

9.3.1 Borrowers are required to produce identity card and library tickets when borrowing library materials.

9.3.2 Library materials borrowed must be returned on or before the due date.

9.3.3. No book or any other library material may be taken out of the library unless it has been officially issued to the borrower at the issue desk.

9.3.4 Normal loan period for students is 2 weeks, academic staff is one month; and 2 hours for Special reserve materials during the normal working hours. An issue may be renewed for a further period if the document is not reserved for other readers.

9.3.5. Library materials borrowed for overnight or weekend use must be returned at 9:00 am when the library opens.

9.3.6 The Librarian has the right to recall any book before the date on which it is due.

9.3.7 All borrowers must at the end of each semester settle any overdue loans before they are permitted to borrow library materials again in the following semester.

9.3.8 Any student holding overdue library materials shall not be allowed to borrow books until the library materials are returned and overdue fines have been paid.

9.3.9 In the case of finalist students, examination and provisional statement of results, transcripts and certificates will be withheld by the Deputy Vice Chancellor Academic Affairs until unreturned library items have been recovered, or fines for overdue, or the

value of materials and penalty have been paid by the borrower.

9.3.10 All books must be returned when stocktaking is taking place.

9.4. Library Regulations

9.4.1 Smoking, eating and drinking are not allowed in the library.

9.4.2 No bags, umbrellas, parcels etc, except files and books may be brought into the library.

9.4.3 Idle conversation, loud laughter, and other unnecessary noise disturbing library users must be avoided. Discussions are strictly forbidden in the library. All those who want to discuss must go to the noise-free area.

9.4.4 **SILENCE** must strictly be observed in the library. **MOBILE PHONES,** pagers and watch alarms should be **SWITCHED OFF** or put in silence mode before entering the library.

9.4.5 Tsh. 2,000/= fine shall be imposed to users contravening use of mobile phone in the library.

9.4.6 Failure to observe silence will result into expulsion from the library and other disciplinary measures taken.

9.4.7 Library books and other materials are to be handled with care. Mutilation and damage of library material by marking, or tearing should be avoided.

9.4.8 Theft and mutilation of library materials are criminal offences. Anyone caught attempting to steal, stealing or to have stolen library materials shall be reported to relevant security (including the police) and TEKU disciplinary organs for further actions that may include prosecution, banned from using the library and/or discontinuation from studies.

9.4.9 Abusive language or gestures, harassing or threatening behaviour to the library staff and/or users are not acceptable.

9.4.10 On leaving the library, all users are required to produce for inspection all books and other items out of the library.

9.4. 11 Reservation of seats is not permitted.

9.4.12 Users must be decently dressed and conduct themselves properly in the library. Noisy shoes should not be worn in the library.

9.4.13 Library membership cards are not transferable.

9.4.14 The library will not accept responsibility for loss or misplaced personal belongings.
9.4.15 Any loss of borrowing tickets must be reported immediately to the library staff. The lost ticket may be replaced by new ticket at Tsh. 2000/= non refundable.
9.4.16 Library staff on duty have the right to request a user to leave the premise if found violating any of the library rules and regulations.

9.5 Fine and Penalties

9.5.1 Library material must be returned by the due date or earlier. Failure to do so will be treated as a serious offence. The borrower will be required to pay fine for overdue.

9.5.2 Fine imposed on borrowers for late return of Library materials includes:
A fine of Tsh. 500/= (students) and Tsh. 1000/= (others) which shall be paid every additional day after the last day of returning a borrowed material to the library. Failure to return the book after the additional fined 7 days will be considered failure to pay the fine will result to denial to use the library.

9.5.3 Special Reserve Materials: Fine of Tsh. 500/= shall be paid after every additional hour.

9.5.4 Loss and Damage: A borrower will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the librarian and the borrower is required to pay one and a half (1.5) of the cost of the damaged or lost material.

9.5.5 Theft: The penalty for any act of book theft a student's shall be discontinued from studies and a letter shall be written copied to the Deans/ Directors or Heads of the Departments.

CHAPTER 10
MEMBERS OF UNIVERSITY ORGANS

10.1. Board of Trustees (BoT)

1.Rt. Rev. C.N.Sikombe	Chairperson and Chancellor	+255 784 429 055
2.Rev. M. Kategile	Ag, G. Secretary MCT	+255 757827125
3. Rt Rev E. Yona	Member	+255 763 919 099

4.Mr G. S.Sikali	Member	++55 752 786 650
5.Rt Rev. R.Y. Pangani	Member	+255 764 570 120
6 .Mr .J. D Mlimuka	Member	+255 626 777 228
7.Ms E.Y, Wavenza	Member	+255 754 542 497
8. Rev. E.A. Mwasamboma.	Member	+255 752 536 430
9.Prof. H. J. M. Mwansoko	Vice Chancellor	+255 713 211 056

10.2 University Council

1. Dr. A. Mlimuka	Chairperson	+255 784 603 517
2. Prof H. J. M. Mwansoko	Secretary	+255 713 211 056
3. Prof T. Kassimoto	Member	+255 754 567 374
4. Prof E. S. Mligo	Member	+255 753 489 160
5. Rt. Rev.L. Mwankuga	Member	+255 754 883 767
6. Rev. M. Kategile	Member	+255 757 827 125
7. Mr A. Ngimba	Member	+255 754 562 396
8. Mr. G. Emmanuel	Member	+255 756 521 118
9. Mr. J.G.Kabuje	Member	+255 767 062 020
10. . Prof. A .N. Mvuma	Member	+255 755 425 470
11. Dr. N . Ntawigaya	Member	+255 765 101 477
12. Dr M. Mpelwa	Member	+255 753 029 200
13. Dr J. Msindai	Member	+255 752 435 175
14 Rev Dr R. Mbao	Member	+255 767 166 853
15. Rev A. T. Mbulwa	Member	+255759 001 898
16. rev E. Simpanzye	Membe	+255 766 759 166
17. Ms. S. Seif	Member	+255 716 574 028
18. Ms. L. Mashalo	Member	+255 767 097 463
19 Mr. J.. Kutawa	Member	+255 758 792 126
20. Mr. A. Temba	Member	+255 758 220 825
21. Mr. D. Simon	Member	+255 754 871 938
22. Ms M. Gwalema	Recording Secretary	+255 629 751 499

10.3 University Senate

1.Prof. H. J. M. Mwansoko	Chairperson	+255 713 211 056
2. Prof. T. Kassimoto	Member	+255 754 567 374
3. Prof E. S. Mligo	Member	+255 753 489 160
4. Rev. M. Kategile	Member	+255 757 8271255
5. Dr. N . Ntawigaya	Member	+255 765 101 477
6. Mr. G. Emmanuel	Member	+255756 521 118
7. Ms A. Abdul	Member	+266 717 857 280
8. Mr. A. Temba	Member	+255 758 220 825
9. . Ms. L. Mashalo	Member	+255 767 097 463
10.. Dr J. Msindai	Member	+255 784 478 335
11. Rev. Dr. Mbao	Member	+255 767 166 853

12. Ms. S. Seif	Member	+255 716 574 028
13. Mr. Festus Andrew	Member	+255 781 724 200
14. Mr Moses Yekonia	Member	+255 613 910 269
15. 16. Rev R. Meza	Member	+255 756 170 610
17. Mr. J.G.Kabuje	Member	+255 767 062 020
18. Ms M. Gwalema	Member	+255 629 751 499

10.4 UNIVERSITY MANAGEMENT

1. Prof H. J. M. Mwansoko	Chairperson	+255 713 211 056
2. Prof T. Kassimoto	Member	+255 754 567 374
3. Prof E. S. Mligo	Member	+255 753 489 160
4.. Dr. J. P. Msindai	Member	+255 784 478 335
5. . Dr. N . Ntawigaya	Member	+255 765 101 477
6. Rev. M. Kategile	Member	+255 757 827 125
7. .Ms. M. Gwalema	Secretary	+255 756 847 436
8. .Rev. M. Kasyele	Member	+255 768 507 929
9. . Mr O. Ndemeke	Member	+255 784 359 227
10. Mr. I.S. Mwakamoja	Member	+255 752 132 314
11. Rev. Dr. R. Mbao	Member	+255 767 166 853
12. . Rev R. Meza	Member	+255 756 170 610
13. Mr. A. Temba	Member	+255 758 220 825
14. Mr A. Senka	Member	+255. 757 137 313

CHAPTER 11

UNIVERSITY PERSONNEL

11.1 SENIOR PERSONNEL OF TEOFILO KISANJI UNIVERSITY

a). Vice Chancellor

Prof. Hermas. J. M. Mwansoko,	PhD (Linguistics - York University, UK), MA (Philology - Moscow USSR), Diploma (Journalism - Lumumba University)

b). Deputy Vice Chancellor Academic Affairs

Prof. T. Kassimoto	PhD (University of Zimbabwe); MA & BA (Education - UDSM)

c). Deputy Vice Chancellor for Panning, Finance and Administration

Rev. Prof. E. S. Mligo	PhD (Theol.)University of Oslo Norway, M. Phil. (University of Oslo Norway) BD, Tumaini University – Arusha Tanzania

11..2 Faculties, Departments and Units Personnel

11.2.1 Faculty of Humanities and Social Sciences (FHSS)

a). Dean

. **Rev. Dr. R. Mbao**	PhD (Theol.) (TUMA), MTh (TUMA), BD (MOTHECO)

b). Head of Department of Theology

Rev . Mary Kategile MTh. – Bethlehem (USA), BD (MOTHECO) PGDE (TEKU) Dip. Dress making (Bethlehem PA)

c). Head of Department of Arts and Social Sciences

Rev. Dr. T. Mwenisongole PhD Theology (UNISA) MTh (Bethlehemu USA) BD Makumira**11.2.2 Faculty of Education (FED)**

11.2.2 Faculty of Education

a). Dean Faculty of Education (DFED)

Dr. N. Ntawigaya PhD (Education)OUT, MA, (OUT) BAED (TEKU)

b).Head of Department of Education

Rev.Watson L. Masiba MED(Applied Social Psychology) UDSM BD (TUMA) PGDE (UDSM)

11.2.3 Faculty of Science and Technology (FoST)

a). Dean of Faculty

Dr. J. Msindai PhD, Dip (University of London); MSc Lumumba University Moscow

b). Head of Department of Science and Technology

Dr M. Mpelwa PhD (Oilfield ChemistryYangtse Univ. China, , MSC Oil&Gas Chemistry) Abedeen Univ. UK, BSC (Chemistry) UDSM.

11.2.4 Coordinator Quality Assurance Unit

Mr. A. L. Temba Msc (Geography information system UDSM) BA Geography Environmental Studies (UDSM)

11.2.5 Coordinator Library and Documentation Unit (CLDU)

a) Coordinator of the Unit

Ms. S. Alphonce, MA Information Studies, (UDSM), BA General – (UDSM

11.2.6: Undergraduate Studies Unit

Coordinator Undergraduate Studies Unit(CUSU)

Ms R. Kategela MA(Kiswahili)(UDSM); BEL(TEKU).

11. 2.7 Chaplaincy

Chaplain

Rev. F. Mtepa MTh (TEKU); BD (MOTHECO),

11.2.8 Continuing Education Programmes (CEP)
a). Coordinator of the programmes.

Rev. Revocatus Meza	MTH (Theology) (Bethlehem, Pennsylvania), PGDE (TEKU); BD Moravian Theological College

b). Assistant Coordinator

Mr Sule , M.	MSC (Community Economic Dert), (S. New Hampshire University BA (Londuse Planning) UDSM

11.2.9 Coordinator of Health and Allied Sciences Uni (CHASU)

Mr. Riberatus Philipo	BSc. Nursing (UDOM); PGDE (TEKU)

1**1.2.10 Students Services UNIT(SSU)**
Dean of Students

Ms Stella Seif	MA(Applied Social Psychology)(UDSM); BED(Psychology)(UDSM); Dip. Education (Korogwe)

11.2.11. Legal Issues Unit(LIU)
Legal Counsel

Ms. M. Gwalema,	LLM (Mzumbe), LLB (Mzumbe)

11.2.12 Admissions and Examinations Unit(AEU)
a). Coordinator tor Admissions Unit (CAU)

Rev. M. Kasyele	MTh (Makumira), PGDE (TEKU), BD (Makumira)

b) **Coodinator of Examination Unit(CEU)**

Mr. F. Nyoni	PGDE (SAUT), BSCCS (SJIIT)

c). Data Centre Unit (DCU)
11.2.13: Data Manager

Mr. H. D. Mwahasanga	BSC Computer Science (AA)

11.2.14. Administration and Human Resources Unit (AHRU)

Coordinator of the Unit

Mr. I. B. Mwakamoja	BED (Comerce & Acountancy) MU, Diploma in Accountancy TIA

11.2.15 Planning and Development Unit (PDU)
Coordinator of the Unit

Mr. A. Senka	MBA (University Wales) BA Economics (UDSM)

11.2.16 Public Relations Unit (PRU)
Coordinator of the Unit
Ms. Nina Kibasa MSc–Journalism (MOI), BAJournalism (UDSM)

11.3.0 Personnel in Faculties, Departments and Units
11.3.1 Faculty of Education (FED)

a). Dean Faculty of Education (DFED)
Dr. N. Ntawigaya PhD (Education)OUT, MAED (OUT) BAED (TEKU

b). Head of Department of Education
Rev.Watson L. Masiba BD (TUMA) PGDE (UDSM) MED (Applied Social Psychology) UD

11.2.11. Legal Issues Unit(LIU)
Legal Counsel
Ms. M. Gwalema, LLM (Mzumbe), LLB (Mzumbe)

b) **Coodinator of Examination Unit(CEU)**
Mr. F. Nyoni PGDE (SAUT), BSCCS (SJIIT)

c). Data Centre Unit (DCU)
11.2.13: Data Manager
Mr. H. D. Mwahasanga BSC Computer Science (AA)

11.2.16 Public Relations Unit (PRU)
Coordinator of the Unit
Ms. Nina Kibasa MSc–Journalism (MOI), BAJournalism (UDSM)

11.3.0 Personnel in Faculties, Departments and Units
11.3.1 Faculty of Education (FED)

a). Dean Faculty of Education (DFED)
Dr. N. Ntawigaya PhD (Education)OUT, MAED (OUT) BAED (TEKU

b). Head of Department of Education
Rev.W. L. Masiba BD (TUMA) PGDE (UDSM) MED

C) Staff of the Faculty of Education
Prof. T. Kassimoto PhD (Education) (UZ) MAED (UDSM) BAED

	(UDSM).
Dr. N. Ntawigaya	PhD (Education)OUT, MAED (OUT) BAED (TEKU)
Dr. S. Mhando	PhD-Education (UDSM), MAED (UDSM), BED (UDSM).
Mr. O. Boaz	BAED9UDSM), MA (Education) UDSM.
Ms S. Seif	MA (Applied Social Psychology)(UDSM); BED (Psychology) (UDSM); Dip. Education (Korogwe)
Mr. D. Simon	MAED (UDSM), BAED (UDSM)
Rev.W. L. Masiba	BD (TUMA) PGDE (UDSM), MED (Applied Social Psychology) UDSM
Mr. C. Mfuse	MA (Education) RUCU , BAED (UDSM)
Ms. M. Jumbe	MEEAE (MWECAU), BAED (ETU)

11.3. 2 Faculty of Humanities and Social Sciences (FHSS)

(a) **Dean Faculty of Humanities and Social Sciences**

Rev. Dr. Mbao	PhD (Theol.) (TUMA), MTh (TUMA), BD (MOTHECO)

(b) Head, Department of Arts and Social Sciences

Rev. Dr. T. Mwenisongole	PhD Theology (UNISA) MTh (Bethlehemu USA) BD Makumira.

(c) Head, Department of Theology

Rev . M. Kategile	MTh. – Bethlehem (USA), BD (MOTHECO) PGDE (TEKU) Dip. Dress making (Bethlehem PA)

(d) Academic staff

Rev. Prof. E. S. Mligo	PhD (Theol.)University of Oslo Norway, M. Phil. (University of Oslo Norway) BD, Tumaini University – Arusha Tanzania
Rev. Dr. Mbao	PhD (Theol.) (TUMA), MTh (TUMA), BD (MOTHECO)
Rev. Dr. T. Mwenisongole	PhD Theology (UNISA) MTh (Bethlehemu USA) BD Makumira.
Rev . M. Kategile	MTh. – Bethlehem (USA), BD (MOTHECO) PGDE (TEKU) Dip. Dress making (Bethlehem PA)
Rev. M. Kasyele	MTh (TUMA), BD (Makumira, PGDE (TEKU)
Rev. Revocatus Meza	MTH (Theology) (Bethlehem, Pennsylvania), PGDE (TEKU); BD Moravian Theological College
Rev. E. Majani	MA (Theology) (TEKU); Bachelor of Divinity (TEKU); PGDE (TEKU)
Rev. Ekisa L. Shibanda	MTH (Theology); BD (TEKU)

11. 3.3 Departments of Arts and Social Sciences (DASS)

Head of Department

Rev. Dr. T. Mwenisongole	PhD Theology (UNISA) MTh (Bethlehemu USA) BD Makumira.

(e) **Staff of the Department of Arts and Social Sciences**

Prof H. Mwansoko	PhD (Linguistics - York University, UK), MA (Philology - Moscow USSR), Diploma (Journalism - Lumumba University)
Ms R. Kategela	MA(Kiswahili)(UDSM); BEL(TEKU).
Ms J. Ayo	MA(Kiswahili)TUMA; BAED(TUMA)
Ms E. Jovinus	MA(kiswahili)(TUMA); BAED(TUMA)
Mr. R. Bakari	MA (History)UDSM , BAED (SAUT)
Mr. B. Lilawola	MA (History , UDSM, BAED (UDSM)
Mr. S. Mkumbwa	MA (History) (UDSM), BAED(Education) (TEKU).
Mr. Z. Michael	Msc– Natural Resources Mngt (UDSM), BAED (UDOM)
Ms. H.Y Mgoli	MA (Geography and Env . Mng) UDSM, BAED (UDSM)
Mr. G.J. Matekele	MA in Geography and Environmental Science(UDSM), Bachelor of Arts with Education (UoA).
Mr. A.L. Temba	MSC (Geographical Inf . Systems , BA Geog + Env, Studies (UDSM)
Mr. P. Wolfgang	M.Sc. Natural resources Management (UDSM), BAED (Geography) (UDSM).
Mr N. Simbeye	MBA(Mzumbe), Adv. Diploma (Business Administration and Management)SIMUCO
Mr.F.G. Mahe	MA (Sociology) SAUT , BA Sociology UDSM
MR N. Mkumbwa	MAED (Linguistics),UDSM, BAED (UDSM
Mr. F. Mwang'onda	MA (Linguistics) (SAUT), BAED (AJCU)
Mr U. Nziku	MA(Linguistics) UDSM, BAED (UDSM)

11.3.4 Faculty of Science and Technology

(a) **Dean of the Faculty**

Dr. J. Msindai	PhD (Univ Michigan), MA (Un, Michigan), BSc (UDSM)

b) Head Department of Science and Technology

Dr M. Mpelwa	PhD (Oilfield ChemistryYangtse Univ. China, , MSC Oil&Gas Chemistry) Abedeen Univ. UK, BSC (Chemistry) UDSM.

(**c) Academic Staff**

Dr. J. Msindai	PhD (Univ Michigan), MA (Un, Michigan), BSc (UDSM)
Dr M. Mpelwa	PhD (Oilfield ChemistryYangtse Univ. China, , MSC Oil&Gas Chemistry) Abedeen Univ. UK, BSC (Chemistry) UDSM.
Dr A. Mwijage	PhD (Ecology & Conservation)AbedeenUniv. UK,;

	MSc(Pest Management)Univ. of London UK; BSc(Agriculture) SUA
Ms C. Renson	MSc(BioChemistry),UDSM, BScEd (biology& Chemistry) MWECAU
Mr. N Tibashairwa	MSc (Biohemistry) UDSM , BSC (Ed) MWECAU
Mr. F. D.Shayo	Msc Ed (Biology) UDSM, BED Science (MWECAU
Mr. B. Nampela	Msc Ed (Biology)UDSM , BSC Ed Biology UDSM)
Mr. G. M. Shayo	MScEd 9chemistry)UDSM ;BScEd(Chemistry) UBSM.
Mr. G. Biswalo	Msc(Chemistry)Marwal Univ. India
Mr. M. John	MSC(GeoChemistry & Globe dynamics) Badji Mokhtar Univ. Algeria; BSCGeo Chemistry &Environment)) Badji Mokhtar Univ. Algeria
Mr. D. Lumumba	MSc Information Security) IAA; BSC Computer Science (RUCU),.
Mr. A. Geofrey	MSc (Comp Sc.) , UDOM , BSc (Comp .SC.) UDSM.
Mr. G. Anganile	MSc (Computer Science) UDOM; BSC Computer Science (UDOM)
Mr A. Chikoka	MSc (Mathematics) UDSM; BSc(Mathematics and Statistics) UDSM
Mr A. S. Mwaihabi	MA(Statistics)UDSM, BED (Maths) Brock Univ.
Mr. M. Lufingo	MSc. Environmental Science and Engineering -(NM– A) Bsc Chemistry (UDOM)
. Mr Nsemwa	MSc (Environ. Mngt(Egypt), BSc Env. (TEKU)

Tutorial Assistants

Mr T. Nkelebe	BSC (Biotech&LabSC) (SUA)
Ms J. Mng'anya	BSc ED (Chem &Biol) (TEKU**)**

(d) Laboratory Technicians

Mr. N. Rugudagiza,	Diploma in Lab Technology (UDSM)
Ms M. Revocatus	Cert. Lab Science(VETA)
Ms E. Nixon	Cert Labv Sc. (VETA)

11.3.5. Continuing Education Programme (CEP)

Programme Coordinator

Rev. Meza, R.	MTh (Bethlehem), BD (MOTHECO), PGDE (TEKU)

Associate Coordinator

Mr.Sule M.T.	(Ms.CED), (SNHU), BA (Hons) (UDSM), (PBF) (UNZA).

Examination Officer

Mr. Sanga,F.A.	MA (Business Adm) OUT, BCOM (UDSM), BHRM

HOD of information Tech.

Ms. Abdul, M. A.	BSCS (UDOM)

Academic staff

Ms. Gwamaka, B.	BALIS (TURDACO)
Mr. Sanga, S.F.	BSc IT (IFM)
Mwanguku, F.K.	BSc.CS (St. John-Dodoma)
Mathew, E.G	BSc.CS (TEKU)

HOD Humanities

Mr. Charles, C.E.	BHRM (TIA)

Academic Staff

Mr. Didas, P.	LLB (SAUT)
Jengela E.M.	BPLM (TIA)
Mr. Sichone, Y.	BBA (UDSM), MBA (UOI)
Mfilinge, S.P.	BPLM (TIA)
Haule, A.	Adv.Dip (TIA),CPA

HOD Community Dev.

Ms. Kingililwe, M.	BASO ((TEKU)

Academic staff

Mr. Mdolloh W.T.	(PDGE) (TEKU), BASO (UDSM)
Mr.Sule M.T.	(Ms.CED), (SNHU), BA (Hons) (UDSM), (PBF) (UNZA).
Saba, A.N.S.	BASC (UMU)

HOD Journalism

Mr. Mbugi, N.	BAJ (UOI) PGDE (SAUT)

Academic staff

Ms. Kuyumbe, C.B.	BAMC (SAUT)

10.2.11. Health and Allied Sciences Unit (HAS-Unit)

(a) Coordinator of the Unit

Mr. Riberatus Philipo	BSc. Nursing (UDOM); PGDE (TEKU),

(b) Academic officer of the Unit

Mr. Dawson Protace	BSc. Nursing (UDOM)

(c) Head of Department

Mr. Clever Gwimile (NMT)	BSc. Nursing (St. John's University of Tanzania)
Mr. John Michael Henry (PST)	Bs. Pharmacy (St. John's University of Dodoma)
Dr. Sudi Hamisi Matitu (CMT)	Doctor of Medicine ( )

(d) HAS-Unit Staff

Mr. Claud Kevela	BSc. Nursing (St. John's University of Tanzania)
Dr. Gibson Kilingo	Doctor of Medicine (University of Constantine 03, Algeria)
Ms. Secilia Daniel	Bachelor Degree in Information Technology (CBE)

Ms. Sarafina Frank Mfikwa	Medical laboratory technologist (RUCU)
Mr. Wallen J Haule	BSc. Nursing (UDOM)
Ms. Bless Emmanuel Mwailubi	Dip. In Nursing and Midwifery (TEKU)
Ms. Hasna Hamisi Saidi	BSc. Nursing (KAIRUKI)
Dr. Meshack Simon	Doctor of Medicine (UDOM)
Dr. Agrey Godfrey Masonga	Doctor of Medicine (KCMC)
Ms. Sarah Mhagama	Diploma in Pharmacy (RUCU)
Mr. Gibson Jonathan Mwakisulu	Bs. Pharmacy (MUHIMBILI)
Mr. Daniel John	Bs. Pharmacy (MUHIMBILI)
Mr. Mwenda Zaire	Bs. Pharmacy (St. John's University of Dodoma)
Mr. Deo Stephano Mabhuye	Bs. Pharmacy (St. John's University of Dodoma)
Mr. Petro Masanja	Diploma in Pharmacy (DECCA)
Ms. Ansfrida Alfred	BSc. Nursing (UDOM)
Dr. Nicholaus Salvatory Mbishi)	Doctor of Medicine ( )
Mr. N.J. Sagasii	B of Pharmacy CUHAS— Bugando
Ms. F. Saimon	BaSC in Midwifery (MUHAS)
Mr. T.A. Kibiki	BHRM (MU
Mr. L. Mahenge	BCOM (UDOM)

11. **3.6 Library and Documentation Unit (LDU)**

(a) Coordinator

Ms. S. Alphonce,	MA Information Studies, (UDSM), BA General – (UDSM

(b) Library Staff

Ms. S. Alphonce,	MA Information Studies, (UDSM), BA General – (UDSM
Mr. E. Kihwaga	MSC (Information Sciences Library Information Studies) (Moi University) BSC (Env. Studies) SUA
Mr. J. Mboma	Diploma in Librarianship (SLADs Bagamoyo), Degree- (OUT)
Mr. A. P. Mwansepe	Diploma in Librarianship (TEKU),
Ms. N. Mwangomo	Diploma in LIS, (TEKU), Certificate in Library Management (TLS)
Ms. E. Duma	Diploma in LIS (TEKU) Certificate in Library Management (TLS)
Ms. T.Mganga	Diploma in LIS and Information Science, Certificate in Library Management (TEKU).
Ms. J, Kyando,	Diploma in Library archives and Documentations studies, Degree- (OUT) Certificate in Library SLADS), BLIM (Candidate) OUT
Ms. B. Kasyele	Diploma in LIS (TEKU) Certificate in Library and Information Services (TEKU).
Mr. S. Mwakatwila	Diploma in Librarianship (SLADs Bagamoyo)

11.3. 7. Accounts Unit

(a) Bursar

Mr. O. Ndemeke.	BAF (St. Johns)

(b) Assistant Accountants

Mr. O. Ndemeke	BAF (St. Johns)
Mr M. P.Brown	BAC (SAUT)
Mr. D. Nzali	BBA (SAUT), DBA (CBE)
Mr. W. Lomba	BBA(TIA

(c) Cashier

Ms. F. Mwakilachile	DBA (TEKU)

(d) Procurement /Stores Officer

Ms. C. B. Shayo	BBA-PSM (MUST)

(e) Internal Auditor

Mr A. Mwakamisa	Adv Diploma(Accountancy) IFM

11.3.10. Personnel of Information and Communication Technology (ICT Unit

(a) Coordinator of the Unit

Mr. Hisan D. Mwahasanga	BSC (Computer Science)IAA

(b) ICT Staff

Ms. S. Komba	B.Sc - Computer St. Joseph (DSM)
Mr. F. P. Nyoni	PGDE (SAUT) BSc (St. Joseph)
Mr. H.D Mwasanga	BSC (Computer Science)IAA
Ms. C.L. Malima	Dip. Computer Science (St Joseph Dar)
Mr. C. Mwageni	Bsc . ICT (OUT)

CHAPTER 12

ALMANAC FOR HIGHER DEGREES PROGRAMMES 2025/2026 ACADEMIC YEAR.

JULY 2025

5th July : Council Meeting
1st July-31st October : Applications for higher degree programmes.
1st -6th July : Preparations for University 2nd Semester Examinations
7th July : International Trade Fair- Public Holiday
29th June– 1st July : Continuous Assessment Submission
7th - 15th July : 2nd Semester University Examinations
15th July 2025 : Opening of the first Admission Window
15th July : Preparation for Concept note for students who have completed coursework.
22nd July : Deans and Directors Committee Meeting
24th -31st July : Marking of Examinations

AUGUST 2025

4th Aug-6th Aug : Submission of Examination Results
8th August : National Farmers Day- Public Holiday
7-11th Aug : External Examiners
14th Aug : Faculty Board Meetings to scrutinize examination results
17th August : Higher Degrees Committee
18th August : Admission and Examination Committee Meeting
22nd August : Senate Meeting.
26th August : Release of Examination Results
27th August- 30th September : Proposal Development and approval

SEPTEMBER 2025

15th -19th September. : Supplementary Examinations/Special Examinations for all Programmes
16th – 21st September : Marking of Supplementary/Special Examinations
18th September : Quality assurance Committee

OCTOBER 2025;

14th October	:	Mwl Nyerere's Day- Public Holiday
11th October	**:**	Higher Degrees Committee Meeting
15th October	**:**	Deans and Directors Committee Meeting
10th October	**:**	Joint Academic Meeting
20th -24th October	**:**	Viva Voce for Higher Degrees students
27th – 30th October		Orientation/Seminar for Academic Staff

NOVEMBER 2025

3rd -9th November	**:**	Reporting and Registration of New students
10th-11th November	:	Registration of Continuing students
12th November	:	Classes begin for 2025/2026 academic year
12th -30th November	:	Classes continue for all programmes
10th -15th November	:	Orientation week for new students.
21st November	**:**	Board of Trustees Meeting/ and Convocation
22nd November	**:**	18th Graduation Ceremony
27th -31st November .	:	Presentation and approval of research proposals for Higher degrees.

DECEMBER 2025

1st -24th December	**:**	Classes continue
December and January	:	Research Proposal Improvement and Field work
8th December	:	Higher Degrees Committee
5th December	**:**	Appointments and Human Resources Management Committee Meeting.
9th Dec	:	Independence Day – Public Holiday
12th Dec	:	Planning and Finance Committee Meeting
19th Dec	**:**	Audit Committee Meeting.
15th- 19th Dec	**:**	1stTest for first semester 2025./2026 academic year
25th Dec-1st Jan 2026	:	Christmas Holidays
31st Dec 2025	:	Deadline for submission of the 2025/2026 academic year enrolment data to TCU.

JAN 2026

2ND January.	**:**	Classes resume
1-31st January	:	Data collection and Analysis
2nd – 31st January	**:**	Classes Continue
12th Jan-13th February	**:**	Corrections of Dissertations of Higher Degrees
6th January	**:**	Deans and Directors Committee Meeting
12th January	**:**	Zanzibar Revolution Day (Public Holiday)
10th January	**:**	Council Meeting.

FEBRUARY 2026

3rd -14th February	**:**	Classes Continue
9th -13th February	:	1st draft of Dissertation

13th February-30th July	**:**	Writing and Production of published articles in International and national journals
9th -13th February	**:**	2nd Test for 1st Semester
12th February	**:**	Joint Academic Staff meeting
14th February	**:**	Faculty Board Meetings
23rd-27th February	**:**	Submission of Continuous Assessment Results for first Semester
23rd – 27th February	**:**	Preparation for University Examinations

MARCH 2026

2nd -15th March	**:**	2nd draft of dissertation
2nd -10th March	:	1st Semester University Examinations
10th March	**:**	End of First Semester
10th -23rd March	**:**	Marking of examinations
12th March	:	Higher Degrees Committee
16th March	**:**	Quality Assurance Committee
13th March	**:**	Deans and Directors Committee Meeting
18thMarch	**:**	Undergraduate Studies Committee
19th -20th March	**:**	Eid Al Fitr
23rd -24th March	**:**	Registration for second semester and beginning of second semester
24th March -2nd April	:	Classes Continue
26th March	:	Submission of Examinations Results to Faculty
30th March	**:**	Faculty Board Meetings.

APRIL 2026

1st -2nd April	**:**	Classes Continue
3rd-6th April	**:**	Easter Holidays
7th April	**:**	Karume Day- Public Holiday.
14th April	:	2nd Draft of Dissertations/Thesis
8th-30th April	**:**	Classes Continue
10th April	**:**	Admission and Examinations Committee
17th April	**:**	Senate Meeting
20th April	:	Release of Examination Results
21st April	**:**	Deans and Directors Committee Meeting
21st-24th April	**:**	Presentation of Dissertation /Thesis at Departmental Level
26th April	**:**	Union Day (Public Holiday)

MAY 2026

1st May	**:**	Workers Day (Public Holiday)
2nd -31st May	**:**	Classes Continue
13th May	:	Submission of Dissertation/Thesis
4th -9th May	:	1st Test for second Semester

15th May	**:**	Appointments and Human Resources Management Committee Meeting.
22nd May		Planning and Finance Committee Meeting
27th May	:	Presentation of Dissertation /Thesis at Departmental Level
29th May	**:**	Audit Committee Meeting.

JUNE 2026

1st – 30th June	**:**	Classes Continue
9th -12th June	:	2nd Test for 2nd semester
15th June	**:**	Joint Academic Staff Meeting
19th June	**:**	Higher Degrees Committee Meeting
26th June	**:**	Quality Assurance Committee Meeting
26th -29th June	**:**	Submission of Continuous Assessment results
30th June	:	Assessment of Higher Degrees dissertations /Thesis by Internal Examiners and External Examiners

JULY 2026

1st -4th July	**:**	**Classes Continue**
5th July	**:**	Council Meeting
7th July	**:**	International Trade Fair- Public Holiday
6th -10th July	**:**	Preparations for University 2nd Semester Examinations
6th -10th July	:	Viva Voce
13th - 20th July	**:**	2nd Semester University Examinations
22nd July	**:**	Deans and Directors Committee Meeting
21st -31st July	**:**	Marking of Examinations
29th -30th July	:	Production of Error Free Dissertation

AUGUST 2026

7th - 8th August	**:**	Submission of Examination Results
8th August	**:**	National Farmers Day- Public Holiday
14th August	**:**	Faculty Board Meetings
18th August	**:**	Admissions and Examinations Committee Meeting
17th August	**:**	Higher Degrees Committee.
21st **-26th August**	:	Submission of applicants admitted in the first application window
24th August	**:**	Senate Meeting.
26th August	**:**	Release of Examination Results

SEPTEMBER 2026

3rd September	**:**	Announcement of students admitted in the first application window

3rd -21st September	**:**	Second application window
3rd -21st September	**:**	Confirmation window for applicants admitted in the first application window
11th September	**:**	End of Teaching Practice/Practical Training
21st -25th September	**:**	Supplementary Examinations/Special Examinations
25th – 30th September	**:**	Marking of Supplementary/Special Examinations
18th September	**:**	Quality assurance Committee
26th-29th September		**Viva Voce for Phd Candidates**
26th-39th September	**:**	Submission of students admitted in the second application window
11th September –Ocober	**:**	Long Vacation

OCTOBER 2026

6th October	:	Announcement of students admitted in the second Application window
6TH –19TH October	:	Confirmation of students admitted in the second Application window
5th October	:	Submission of supplementary/Special examination Results
7th October	**:**	Faculty Board Meetings
7th October	**:**	Higher Degrees Committee Meeting
9th October	**:**	Admissions and Examinations Committee Meeting
12th October	:	Undergraduate Studies Committee Meeting
14th October	:	Mwl Nyerere Day - Public Holiday
15th October	**:**	Extra Ordinary Senate Meeting
16th October	**:**	Joint Academic Meeting
19th-20th October	**:**	Reporting and Registration for New Students
21st October	**:**	Deans and Directors Committee Meeting
21st – 23rd October	**:**	Orientation week for 1st Year Students. Academic year
19th -23rd October	**:**	Viva Voce of Dissertation/Thesis Presentation/ Proposal presentation for Higher Degrees students
21st October		Submission of PhD Theses error free bound copies
26th -27th October	**:**	Reporting and Registration for Continuing Students forn Academic year 2026/2027
28th October	**:**	Classes begin for 2026/2027 academic Year

NOVEMBER 2026

1st -30th N0vember	:	Classes Continue for all students
10th November		Submission of corrected bound dissertations (Masters/PhD)
20th November	**:**	Board of Trustees Meeting/ and Convocation
21st November	**:**	19th Graduation Ceremony

December 2026

1st -24th December	**:**	Classes continue

4thDecember	**:**	Undergraduate Studies Committee
8th December	:	Higher Degrees Committee
9th December	:	Independence Day –Public Holiday
15th December	**:**	Appointments and Human Resources Management Committee Meeting.
18th December	**:**	Audit Committee Meeting.
22nd December	:	Planning and Finance Committee Meeting
14th- 18th December	**:**	1stTest for first semester 2026/2027
25th Dec-1st Jan 2027	:	Christmas Holidays

Jan 2027

4th January	**:**	Classes resume
4th – 31st January	**:**	Classes Continue
6th January	**:**	Deans and Directors Committee Meeting
12th January	**:**	Zanzibar Revolution Day (Public Holiday)
8th January	**:**	Council Meeting.

N.B: Every Friday of the Week (Except on Public Holidays) is for Management Committee Meeting.

Appendix 1a

TEOFILO KISANJI UNIVERSTY (TEKU)

"TRAINING FOR BETTER LIFE"

APPLICATION TO REGISTER FOR A POSTGRADUATE PROGRAMME BY COURSEWORK

PART A: TO BE FILLED BY CANDIDATE

Name, Phone No. and email of Candidate:

……

……

Registration number: ……

Department name……..

Faculty/Institute/Directorate: ……..

Proposed Postgraduate Programme (E.g. PGDE, MBA, MAEd, etc) ……

Name, Address, phone No. and email of sponsor: ……

Date: …….. Signature of Candidate: ……..……

PART B: TO BE FILLED BY ASSOCIATE DIRECTOR (Publications and Postgraduate Studies)

I certify that the candidate is recommended for registration to pursue a ……. Programme.

Date: ……. Signature of Associate Director, Publications and Postgraduate Studies……..

PART C: TO BE FILLED BY DIRECTOR, DRCPPS

I certify that the candidate is recommended for registration towards a …….programme

Date:……..Signature……of Director ……..……

Appendix 1b
TEOFILO KISANJI UNIVERSTY (TEKU)

"TRAINING FOR BETTER LIFE"

REGISTRATION FORM FOR CONTINUING POSTGRADUATE STUDENTS

Surname: …… First Name ……Middle Name: …….

Phone No. ……. Email: ……

Reg. No. ……. Sex ……. …….Resident/Non-Resident ……

Director…… Directorate ……

Programme details.

Course registered for ……
Date beginning studies ……
Expected date of completion ……

Registration

Date of Registration ……..

Record of Postponement/Freezing/Extension (If any)
Postponement:
Date of 1st postponement …….
Date of 2nd postponement ……

Freezing:
Date of 1st freezing ……...
Date of 1st resumption …….
Date of 2nd freezing ……..
Date of 2nd resumption …….....

Extension: Indicate date and period of extension
1st extension Date ……..Period (months) ……
2nd extension Date …… ……Period (months) ……...
3rd extension Date …… ……..Period (months) ……..
4th extension Date ……..Period (months) ……
Fees and Financial obligations:
Type of sponsorship:
(a) Self …….. (b) Other ……
Name, address Phone No. and email of sponsor:
……
……
Candidate's Signature …… Date …….

FOR SPONSORS TO NOTE

Fees
You are required to pay the fees indicated below. The candidate is expected to submit and attach a copy of receipt of payment to this form:

CATEGORY OF FEES (Tick)		**SEMESTER**	**AMOUNT PAID (T.shs)**	**OUTSTANDING (T.shs)**	**RECEIPT NO. AND DATE**
Application fee					
Tuition fee					
Registration Fee:	Year 1				
	Year II				
	Year III				
	Year IV				
	Year V				

	Year VI				
Other fee (specify)					

For: DIRECTOR OF RESEARCH, CONSULTANCY, PUBLICATIONS AND POSTGRADUATE STUDIES

Date:……. Signature……

*This form should be filled in triplicate
*Please attach evidence of payment of University fees.

Appendix 1c

TEOFILO KISANJI UNIVERSTY (TEKU)

"TRAINING FOR BETTER LIFE"

DISSERTATION/THESIS PROGRESS REPORT
(To be filled quarterly)

Period covered: From ……. To ……..(dates)

PART A: TO BE FILLED BY CANDIDATE

1. Name of Candidate: ……
2. Phone No. …….. Email ……..
3. Registration No ……..
4. Department/Faculty/Director: ……..…..
5. Diploma/Bachelors/Masters/PhD programme Proposed: ..…….
6. Date of Registration: ……..
7. Planned Date of completion……

8. Name(s) of Supervisor(s) (1)…….
(2) ……
9. Name of Supervisor ……
10. Phone No. ……Email: ……
11.When were you appointed to supervise the candidate? ……(date)
12.If you have just been appointed, did the previous supervisor hand to you any report of the

candidate? Yes No Not applicable

13.How often □ave □u met the candidate during□e quarter under report? .....
(Number of times) if you have not met, give reasons ……
14. What progress has the candidate made?(tick in the appropriate box)

i. Progress made so far for the coursework Phase

Courses Taken	Semester I	Semester II	Semester III	Final Examination Grade

ii. Assessment on progress made so far for the Dissertation/Thesis

Item	Nothing	About a third	Half way	Nearly completed	Completed
Literature Review					
Designing of Methodology					
Getting supplies for study					
Data Collection					
Data Analysis					
Writing of Dissertation/Thesis					
Submission					

In your opinion, is the candidate making satisfactory progress? Yes/No.
Will he/she need an extension? Yes/No.
How long? ……..…… number of months.

15. Any other comments you may wish to make on the candidate

PART C: TO BE FILLE BY HEAD OF DEPARTMENT/ASSOCIATE DIRECTOR

16. Comments on the Candidate's Progress report
……
……
17. Comments on the supervisor's progress report.
……
……
Name of head of Department ……..……
Date …….. Signature of head of Department ……

PART D: TO BE FILLED BY THE DEAN/FACULTY OR DIRECTOR

18. Comment briefly on the candidate/Supervisor/head of Department's reports.
……
19. Comments of the Dean/Director on the overall report
……
……
Name of Dean/Director …… Date ……. Signature ……

PART E: TO BE COMPLETED BY THE DIRECTOR OF RESEARCH, CONSULTANCY, PUBLICATIONS AND POST GRADUATE STUDIES

20. The candidate has paid all/part/not paid his/her fees
21.Communication will financial sponsor ……

22.Other remarks/actions to be taken ……
……
……..
Name of Director ……
Date & stamp …… Signature: ……
*This form should be filled in triplicate.

Appendix 1d

TEOFILO KISANJI UNIVERSTY (TEKU)

"TRAINING FOR BETTER LIFE"

PROGRESS REPORT – POSTGRADUATE RESEARCH WORK FOR THE PERIOD ENDING ……20……

ASSOCIATE DIRECTOR OF PUBLICATIONS AND POSTGRADUATE STUDIES.
A: STUDENT'S PARTICULARS (To be completed by student)

(1) First Name …… Surname ……
Other names ……Phone No. ……
email …….
(2) Nationality …….
(3) Degree registered for ……
(4) Registration Number …….
(5) Date of Registration ……...
(6) Date of expected completion …….

B:RESEARCH PARTICULARS

(1) Title of dissertation/Thesis research proposal
……
……
(2) Supervisor(s) Name……

(3) Date research proposal approved by faculty/Senate ……

(4) Date research started ……..
(5) Indicate major accomplishments during the period under review. ……

……
……
……
Students' Signature; ……..Date ……..

C: REMARKS and RECOMMENDATIONS.
(1) SUPERVISOR'S COMMENTS: ……
……
(2) ASSOCAITE DIRECTORS COMMENTS……
…….

Signature; …… Date & Stamp. ……
(3) Faculty board ……
…….
Meeting No. …… Minute No. …… Date; ……
(4) HIGHER DEGREES COMMITTEE ……...……
……..

Meeting No. …… Minute No. …… Date; ……
(5) Senate ……..……..…

Meeting No. …… Minute No. …… Date; ……

Appendix 1e

TEOFILO KISANJI UNIVERSTY (TEKU)

"TRAINING FOR BETTER LIFE"

APPLICATION FOR EXTENSION

Name of Candidate: ……..……
Phone No. …….. email …….
Registration No ……..…
Faculty/Directorate: ……
Department……
Diploma/Bachelors degree/Master Degree/PhD degree programme Proposed: ……
Date of Registration:……..……
Studies due to end on ……..……
Extension requested

1st	
2nd	
3rd	

*if 2nd and or 3rd. an extension fee receipt should be attached with Reasons for requesting

an extension……..

Period of extension; From ……. To …… (Dates)

Comments by head of Department ……

Signature …….. Date ……
Chairperson, Higher Degrees committee

Approved ☐ bt approved ☐
Signature; …… Date & Stamp. ……

*To be filled in quadruplicate, submit all four copies.

Appendix 1f

TEOFILO KISANJI UNIVERSTY (TEKU)

"TRAINING FOR BETTER LIFE"

LETTER TO EXAMINERS

Our Ref. …….. Date: ……

To Dr/Prof/Mr./Ms/……
……
……

Dear Sir/madam ……

Re: Examining Candidate …….. Dissertation/Thesis

I understand that you have already been contacted regarding your appointment as internal/External examiner for the above named candidate's Dissertation/Thesis titled "……." This is to request you formally for your assistance to examine the above mentioned Dissertation/Thesis which is/are hereby enclosed.

You are by this letter requested to read through the thesis/dissertation let us have your detailed comments along the following areas:-

1. Theoretical background and Literature Review
2. Research Methodology
3. Research findings
4. Discussion and Conclusions.
5. Overall presentation of the thesis

Enclosed in Form (form A) for you to complete when summarizing your recommendations to whether:-

(a) The degree should be awarded to the candidate unconditionally.
(b) The Degree should be awarded subject to typographical corrections and/or minor revisions.
(c) The Degree should be awarded subject to making substantial revisions and corrections recommended.
d) The degree should not be awarded, but the candidate be permitted to revise and resubmit for re-examination.
(e) The dissertation is rejected outright..

Also enclosed is a claim form for your honorarium for you to complete and return to us for processing. This is just a token for our deep appreciation for your kind assistance.

Please, also submit a copy to us (together with the dissertation/thesis) and a copy of the report on the thesis/dissertation to the Director of Research, Consultancy, Publications and Postgraduate studies of Teofilo Kisanji University, P.O. Box 1104, Mbeya or Email: info@teku.ac.tz.

It will be highly appreciated if you will send us your report as soon as possible (i.e. within the coming one month).

Thanking you in advance.

_____

ASSOCIATE DIRECTOR, PUBLICATIONS AND POSTGRADUATE STUDIES
CC: Director, Research, Consultancy, Publications and Postgraduate studies (DRCPPS).

Enclosures:
1. Dissertation/Thesis
2. Form for your summary recommendations
3. Honorarium Claim Form.

Appendix 1g

TEOFILO KISANJI UNIVERSTY (TEKU)

"TRAINING FOR BETTER LIFE"

EXAMINATION REPORT ON DISSERTATION/THESIS

Name of Candidate: ……..……..…
Phone No. …… ……..…… Email …….
Degree registered for: ……..……
DIRECTORATE ……
Thesis/Dissertation title ……

	EXAMINER'S RECOMMENDATION	Tick (√)
1.	Dissertation PASSES AS IT IS (no revisions or typographical corrections required)	
2.	*PASSES SUBJECT TO typographical corrections and other minor changes (list the errors/changes on separate sheet).	
3.	PASSES SUBEJCT TO substantial corrections and revisions as indicated in the examination report.	
4.	ACCEPTED FOR UPGRADING AS PER RECOMMENDATIONS CONTAINED IN ENCLOSED REPORT.	
5.	NOT ACCEPTED BUT BE RE-SUBMITTED After one or more of the following. Please tick: Additional data collection Additional analysis Additional literature review Re-writing Other (specify on separate sheet)	
6.	Thesis/dissertation REJECTED OUTRIGHT (specify reasons on separate sheet)	

*Minor changes refer to editorial corrections, slight reorganization of sections and minor modifications of tables, paragraphs or sentences.

Name of Examiner ……..Tick (√): Internal External

Phone No. …… ……..…… Email ……
Signature ……..Date ……
This form must be returned to the Director of Research Consultancy, Publications and postgraduate Studies and copies to the Department and Faculty/Institute.

Appendix 1h

TEOFILO KISANJI UNIVERSTY (TEKU)

"TRAINING FOR BETTER LIFE"

SUPERVISION/EXAMINATION ALLOWANCE CLAIM FORM

Section a: (To be filled in quadruplicate by the supervisor/examiner)

I certify that I served as Supervisor(s)/Examiner(s) for the following postgraduate students(s) for the academic year ……../…….

S/NO	NAME OF STUDENT	DEGREE	DIRECTORATE/FACULTY
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Accordingly I hereby claim for payment of TZS ……...Being my supervision allowance ……

Supervisor's/Examiner's name …… Signature ……..

Date: ……

SECTION B: (To be filled the head of Department)

I CONFIRM THAT Prof./Dr./Mr./Ms ……. Supervised the above mentioned candidate(s); he/She shared the supervision load with the following co-supervisors:

1) ……
2) ……
3) ……
4) ……

I am satisfied with the supervision work he/she did and recommend that he/she be paid the supervision allowance.

NAME OF HEAD OF DEPARTMENT …….

SIGNATURE: ……DATE & STAMP……

Appendix 1i

TEOFILO KISANJI UNIVERSTY (TEKU)

"TRAINING FOR BETTER LIFE"

POSTGRADUATE CLEARANCE FORM

A Candidate must ensure safe return of all University property/equipment/books etc; entrusted to him or her during the period of studies before collection of certificate. All units listed below kindly assure that the candidate is not materially indebted to your department.

Name of Candidate: ……

Phone No. …… ……..…… Email ……

Registration No ……

Department /Faculty/Institute ……

Degree registered for : ……...

Residential Non-residential: (put a tick in the appropriate box).
If residential, indicate the name of hall/Residence ……

Current Address ……

Date of graduation: …….

1. Comments by Dean of Students ……
……

2. Comments by Director of Library ……
…….

Signature: ……..…… Date: ……

3. Comments by Supervisor: ……..

…….

Signature: ……..…… Date: ……

4. Comments by head of Department: ……

……
……
Signature: ……..…… Date: ……

5. Comments by Dean of faculty/Director of Institute ……
……
……
Signature: ……..…… Date: ……

6. Comments by Director of Research, Consultancy, Publications and Postgraduate Studies:
……
……

Signature: ……..…… Date: ……

7. Comments by Examination Office: ……

……

……

Signature: …… Date & Stamp: ……..……

*This form should be filled in quadruplicate.

Appendix 1j

TEOFILO KISANJI UNIVERSTY (TEKU)

"TRAINING FOR BETTER LIFE"

NOTICE OF INTENTION TO SUBMIT A THESIS AND EXAMINATION/ARRANGEMENTS*

SECTION A: TO BE COMPLETE BY THE CANDIDATE
Name in full ……
Registration Number ……
Department ……
School/Institute ……
Degree/registered for ……
Title of dissertation ……
Name(s) of supervisor(s) ……
I hereby declare that I have completed my dissertation research, and intend to submit my dissertation within the coming three months.

Signature; …… Date of Candidate….. ……

SECTION B: TO BE COMPLETED BY SUPERVISOR(S)
I/We hereby confirm that the candidate is in the process of drafting his/her thesis/dissertation and I am/we are of the option that he should be in a position to submit the dissertation within three months from now.
Date ……. Signature of Supervisor ……
Date …… Signature of Supervisor ……
Date ……. Signature of Supervisor ……

SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT.
After consultation with the supervisor(s) of the candidate, I propose that the following be considered for appointment as examiners for the candidate's thesis/dissertation
Potential external examiners:
1) Name ……
Affiliation ……
Postal Address ……
Telephone …… Fax ……
E-mail ……

Curriculum Vitae ☐ Attached Not attached ☐

2) Name ……
Affiliation ……
Postal Address ……
Telephone …… Fax ……
E-mail …….

Curriculum Vitae Attached ☐ Not attached ☐

Proposed Internal Examiners

1) Name ……
Affiliation ……
Postal Address ……
Telephone …… Fax ……
E-mail …….
Curriculum Vitae Attached Not attached

2) Name ……
Affiliation ……
Postal Address ……
Telephone …… Fax ……
E-mail …….

Curriculum Vitae Attached ☐ Not attached ☐

SECTION D: TO BE COMPLETED BY DEAN OF FACULTY/DIRECTOR OR INSTITUTE

The proposed examiners above have been approved the board of the faculty/institute after consultation with the head of Department and our Faculty/Institute. The Board recommend that the following be appointed to serve as viva voce panelists (for Dissertation/thesis examination only).

	PANEL MEMBERS	**DESIGNATION**
1		Chairperson
2		External examiner or Representative
3		1st Internal Examiner or representative

4		2nd Internal or Representative
5		Nominee of dean/Director.

In anticipation of the fact that the candidate will submit his/her thesis within three months. From now, it is recommended that the viva voce be held in the month of ……of the year …… the exact date will be communicated later.

Date & stamp ……..…….. Signature of Director ……

SECTION E: TO BE COMPLETED BY THE CHAIRPERSON, HIGHER DEGREES COMMITTEE
(on behalf of the Higher Degrees Committee)
Please Tick (√) what is appropriate

	The examination arrangements herewith are complete and are approved
	The examination arrangements are not complete for the reasons stated below, and are hereby referred back to the Faculty/institute.

The following items are missing or incomplete:
……
……
Date & stamp ……. Signature of the chairperson: ……
****To be filled in triplicate, two copies of this form MUST be return to the Department/Faculty/Institute.***

Appendix 1k

TEOFILO KISANJI UNIVERSTY (TEKU)

"TRAINING FOR BETTER LIFE"

SUMMARY OF RECOMMENDATIONS ON A MASTERTHESIS/DISSERTATION

Name of Candidate: ……
Degree registered for: ……
Department/Faculty/Institute: ……
Thesis/Dissertation title ……
……

	EXAMINER'S RECOMMENDATION	Tick (√)
1.	Dissertation PASSES AS IT IS (no revisions or typographical corrections required)….	
2.	*PASSES SUBJECT TO typographical corrections and other minor changes (list the errors/changes on separate sheet)	
3.	PASSES SUBEJCT TO substantial corrections and revisions as indicated in the examination report.	
4.	ACCEPTED FOR UPGRADING AS PER RECOMMENDATIONS CONTAINED IN ENCLOSED REPORT.	

5.	NOT ACCEPTED BUT BE RE-SUBMITTED After one or more of the following. Please tick: Additional data collection ( ) Additional analysis ( ) Additional literature review ( ) Re-writing ( ) Other (specify on separate sheet) ( )	
6.	Thesis/dissertation REJECTED OUTRIGHT (specify reasons on separate sheet)	

*Minor changes refer to editorial corrections, slight reorganization of sections and minor modifications of tables, paragraphs or sentences.

Name of Examiner …….
Signature ……...
Date & Stamp ……...
This form must be returned to the Director of Research Consultancy, Publications and postgraduate Studies and copies to the Department and Faculty/Institute.

Appendix 1l

TEOFILO KISANJI UNIVERSTY (TEKU)

"TRAINING FOR BETTER LIFE"

VIVA VOCE EXAMINATION RESULTS FORM FOR A DISSERTATION/THESIS

Name of Candidate ……..
Department: …….
Registration No. ……. Date of Viva Voce …….

1.	CANDIDATE PASSES	TICK (√)
1.1	Candidate passes and no additional corrections in the thesis are required.	
1.2	Candidate passes subject to making minor corrections and revisions in the thesis as stated in the viva voce proceeding within one month.	

1.3	Candidate is referred to make substantial corrections and revisions as stated in the viva voce proceedings within six months, and at least two viva voce panelists must certify that the corrections have been done as directed.	
2.	**CANDIDATE FAILS**	
2.1	Candidate fails but should be given another chance to resubmit and Defend the thesis after eliminating the weaknesses detailed in the viva voce proceeding within six months.	
2.2	Candidate fails outright. (reasons detailed in viva voce proceedings)	

*Minor changes refer to editorial corrections/slight reorganization of sections and minor modifications of tables, paragraphs, or sentences.

PANEL MEMBERS	**DESIGNATION**	**SIGNATURE**
1.	Chairperson	
2.	External Examiner or Representative	
3.	Internal Examiner	
4.	2nd internal examiner	
5.	Nominee of Dean/Director	

In case of disagreements, each panellist should show this/her number of preference and his/her signature (e.g. 1.1., 1,2, 2.1, or 2.2)

Appendix 1m

TEOFILO KISANJI UNIVERSTY (TEKU)

"TRAINING FOR BETTER LIFE"

INTELLECTUAL PROPERTY AND COPY RIGHT CONTRACT

1.0 **PREAMBLE**

This contract is made between Prof./Dr./Mr./Mrs./Ms. ……. In His/her capacity as the Director Research, Consultancy and Postgraduate Studies on behalf of TEOFILO KISANJI UNIVERSITY and Mr./Mrs./Ms. ……. The Postgraduate student registered for ……. (Name of the Programme) offered by the College/School/Institute of …… Reg. No. ……..

2.0 As a postgraduate student registered at the **TEOFILO KISANJI UNIVERSITY** I declare that all research findings and innovations done during my studentship shall be the property of the **TEOFILO KISANJI UNIVERSITY** and shall be protected under the Berne Convention, the Copyright and Neighbouring Rights Act of 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealings, for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the **TEOFILO KISANJI UNIVERSITY**

(Student's full name) ……
(Student's Signature) …… (date) ……
(Director Research, Consultancy, Publications and Postgraduate Studies'
full name and signature ……
(Witness full name;)…….….. (date) ……
(Witness' signature) …….. (date) ……

Appendix 2a

COVER PAGE

4cm

URBAN AND RURAL HOUSEHOLDS CHICKEN MEAT CONSUMPTION BEHAVIOUR IN TANZANIA

2.5cm 2.5 cm

By

XYZ

Masters of Arts in Economics

TEOFILO KISANJI UNIVERSITY - MBEYA

June, 2012

2.5cm

Appendix 2b

TITLE PAGE

URBAN AND RURAL HOUSEHOLDS CHICKEN MEAT CONSUMPTION BEHAVIOUR IN TANZANIA

By
XYZ

Masters of Arts in Education

A Research Report Submitted in Partial fulfillment of the Requirements for the award of Masters of Arts in Economics of Teofilo Kisanji University – Mbeya

June, 2012

Appendix 2c

A SAMPLE OF CERTIFICATION PAGE OF A RESEARCH REPORT SUBMITTED FOR EXAMINATION

CERTIFICATION

The undersigned certifies that he/she has read and hereby recommends for acceptance by the Teofilo Kisanji University a Dissertation/Thesis entitled "Effects of witch craft practice in the Development of Mbeya Region: The case of Kyela District" in fulfillment of the requirement for the award of a degree of Masters of Arts in Economics of the Teofilo kisanji University.

_____

(supervisor's Name)

_____

(Supervisor's signature)

Date: _____

Appendix 2d

DECLARATION AND COPYRIGHT

I James, T., declare that this dissertation is my own original work and that it has not been presented and will not be presented to any other higher learning Institution for a similar or any other academic award.

Signature _____ Date: _____

This research report is copyright material protected under the Berne convention, the Copyright and Neighbouring Rights Act of 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealings, for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Teofilo Kisanji University on behalf of the author.

Appendix 2e

SEQUENCING THE PRELIMINARY PAGES

*Cover Page	(See attached sample)
*Title page	(See attached sample)
*Certification	(See attached sample)
*Declaration and Copyright	(See attached sample)

*Acknowledgement

*Dedication (if any or necessary)

*abstract

*Table of Contents

All these, except the title page, should be identified by conspicuous pagination in Roman numerals (e.g. ii, iii, iv, etc.)

A**ppendix 3**

FORMAT FOR PREPARING RESEARCH PROPOSALS

A research proposal is a written specification of an intended research, which clearly outlines the context of the study as well as why and how it will be conducted. This part focuses on research proposal format standards of Teofilo Kisanji University, However, these should 'only' be seen as guidelines, meaning that deviations are possible, if necessary and approved by the supervisor(s)

- **Title:**
  The title (topic) of the proposal should 'accurately' reflect the scope and content of the study in not more than 20 words. The little should be concise and clear. From the title, the reader should be able to predict fairly accurately what the research project/dissertation/thesis will be about.

- **Introduction:**
  An introduction Section which gives background information and a setting to the problem of the proposed research. It is in this Section that the applicant comprehensively reviews the literature pertinent 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 is also in this section that the candidate demonstrates his/her mastery of the theoretical subject matter in the research areas, and where he/she presents the hypotheses to be tested in the proposed research. Often it is useful for the applicant to divide the introduction Section into sub- headings to include:

- **Statement of the Problem:**
  This section refers to the research problem that has been detected and pointed at in the introduction section above and needs a better understanding and/or solution in the practical and/or theoretical world. It should clearly state the nature of the problem and its known or estimated magnitude/extent.

- **Objectives:**
  The research objectives are a statement of the specific aims arising directly from the general purpose of the study indicated in the introduction. They focus on establishing the level of the respective research variables and explaining the relationships between them, especially between the independents and the dependant variables.

- **Significance of the study:**
  It elaborates on the importance of the study and advantages to be derived for the community, institution and the candidate.

- **Hypotheses/Research questions:**
  Questions and propositions summarizing the applicant's expected findings in the proposed research, and presenting a clear rationale for each hypothesis or research question. For every hypothesis, variables to be measured/tested should be clearly stated. The research question/hypothesis should arise directly from the research objectives and state the investigative curiosity underlying the intended study.

- **Conceptual Framework:**
  This section should include a model that shows variables under study and their relationships as well as an explanation of the model. It is this model being tested in the research.

- **Literature Review:**
  This section comprises of relevant literature based on theories related to the problem, including findings by other researchers. This section is more analytical than descriptive as it discusses findings arrived at by other researchers and points at existing gaps of knowledge to be filled up possibly by this research project.

- **Methodology:**
  This section shows details on the methods proposed to be used when conducting the research. If particular instruments are to be used, their details and specifications should be presented. If standard methods will be used, then full references to them should be given.

- **References:**
  At the end of the applicant's Research Proposal he/she should have a section where he/she lists all the references cited in the text. He/she should present the reference in an acceptable manner, i.e. beginning with the authors' surnames and arranging them in an alphabetical order, and giving full details of the publication such as the year publication, the title for the work, the pages, the publisher and where published.

- **Proposed Budget:**
  This section should give the source of funds required for the proposed research from data collection to binding of the dissertation.

- **Proposed work plan:**
  This section the candidate indicates the proposed plan of work from collecting data to writing the dissertation, preferably by using a Gantt chart.

Appendix 4

FORMAT FOR WRITING DISSERTATION/THESIS

- Front cover page
- Title Page
- Copyright
- Acknowledgement
- Dedication (if any)
- Abstract
- Table of Contents
- List of Tables
- List of Figures
- Abbreviations/Acronyms.

CHAPTER ONE
INTRODUCTION

- Background
- Problem Statement
- Objectives
- Research Questions/Hypothesis
- Significance of the Study.
- Scope of the study
- Limitation of the study

CHAPTER TWO
LITERATUE REVIEW (Critical review of literature)

- Introduction
- Theory guiding the study
- Conceptual framework
- Empirical review of relevant studies

CHAPTER THREE
METHODOLOGY

- Research Approach
- Research Design
- Study Area
- Target population
- Sampling techniques
- Sampling Unit
- Sample Size
- Data collection methods
- Types of data
- Sources of Data
- Validity and reliability

- Data processing and analysis
- Research ethics

CHAPTER FOUR
RESULTS AND DISCUSSION
(Data presentation, analysis and discussion/Interpretation)

CHAPTER FIVE
CONCLUSION AND RECOMMENDATIONS
- Conclusion
- Recommendations

6.0 REFERENCES
7.0 APPENDICES

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APPENDIX 5a

TEOFILO KISANJI

UNIVERSITY

MASTERS' DEGREE

PROGRAMME

MARKING SHEET FOR DISSERTATION REPORTS

Student Surname (Family Name)		**Forename(s) (Given Name)**	
Student ID no.		**Research Topic:**	
Both Internal and External Examiners should fill all these fields inaccurately			
Name of First Examiner (Internal)		**Name of Second Examiner (external)**	
Signature of FirstExaminer (internal)		**Signature ofSecond Examiner (external)**	
Date of Marking		**Date of Marking**	

S/No.	**Category**	**Max Score**	**Examiner Awards**			**Specific comments and/or justification of marks awarded (strengths and/or weaknesses of key issues described)**
			Key Issue	**Score(%)**	**Award(%)**	
1	**Abstract**	**4**	1.1	1		
			1.2	1		
			1.3.1	0.5		
			1.3.2	0.5		

			1.3.3	0.5		
			1.3.4	0.5		
		Subtotal (x/4)		**4**		
2	**Introduction**	**Max Score**	**Examiner Awards**			**Specific comments and/or justification of marks awarded (strengths and/or weaknesses of key issues described)**
		10	**Key Issue**	**Score (%)**	**Award (%)**	
			2.1	2		
			2.2	2		
			2.3	2		
			2.4	2		
			2.5	2		
		Subtotal (x/10)		**10**		

3	**Literature Review**	**Max Score**	**Examiner Awards**			**Specific comments and/or justification of marks awarded (strengths and/or weaknesses of key issues described)**
			Key Issue	**Score(%)**	**Award(%)**	
		20	3.1	4		
			3.2	4		
			3.3	4		
			3.4	4		
			3.5	4		
		Subtotal (x/20)		**20**		
4	**Research Methodology**	**Max Score**	**Examiner Awards**			**Specific comments and/or justification of marks awarded (strengths and/or weaknesses of key issues described)**
			Key Issue	**Score(%)**	**Award(%)**	
		20	4.1	2		
			4.2	2		
			4.3	4		
			4.4	2		
			4.5	4		
			4.6	3		
			4.7	3		
		Subtotal (x/20)		**20**		
5	**Presentation and Discussion of findings**	**Max Score**	**Examiner Awards**			**Specific comments and/or justification of marks awarded (strengths and/or weaknesses of key issues described)**
			Key issue	**Score(%)**	**Award(%)**	
		32	5.1	4		
			5.2	7		
			5.3	7		
			5.4	4		
			5.5	4		
		Subtotal (x/32)		**26**		
6	**Conclusion, Recommendations and Policy Implications and Critical Evaluationof the Study**	**Max Score**	**Examiner Awards**			**Specific comments and/or justification of marks awarded (strengths and/or weakness ofkey issues described)**
			Key issue	**Score(%)**	**Award(%)**	
		10	6.1	2		
			6.2	2		
			6.3	1		

			6.4	2		
			6.5	1		
			6.6	2		
		Subtotal (x/10)		**10**		
7	Appendices (instruments,	**Max Score**	**Examiner Awards**			**Specific comments and/or justification of marks awarded (strengths and/or weakness of**
			Key issue	**Score (%)**	**Award (%)**	

	originality report, conference paper/manuscript,research permit) and Referencing					**key issues described)**
		4	7.1	1		
			7.2	1		
			7.3	5		
			7.4	1		
			7.5	2		
		Subtotal (x/4)		**10**		
Total (x/100)				**100**		

Please indicate(tick) if you are:

First Examiner			Overall		
Second Examiner	2nd Marker				

Final mark agreed by both markers

Date: **……** Signatures: …….. (First Examiner)

Date: : **……** Signatures: …… (Second Examiner)

GRADING SYSTEM

Dissertation shall be awarded out of 100 percent – Any score below 50% shall be considered fail. The following shall be used for the purpose of grading:

Score Range	Grade	Definition
70 – 100	A	Excellent
60 – 69	B+	Very Good
50 – 59	B	Pass
40 – 49	C	Fail
35 – 39	D	Fail
0 – 34	F	Absolute Fail

KEY ISSUES DESCRIBED

1. Abstract [4%]

1.1. Doesn't abstract exceed 500 words in length? [1%]

1.2. Is abstract concise and in a single paragraph, written in a rational and scientific manner for easy understanding? [1%]

1.3. Does abstract constitute the following (in brief)

1.3.1. Practical, scientific, theoretical or artistic gap the research/project is filling(Motivation/problem statement) [0.5%]

1.3.2. Very brief but clear methods/procedure/approach [0.5%]

1.3.3. Very brief but clear main results/findings/product [0.5%]

1.3.4. Very brief but clear larger implications of the findings, especially for the problem/gap identified above (Conclusion/implications/recommendations) [0.5%]

2. Introduction [10%]

2.1. Is the relevant background presented, discussed and explained well? [2%]

2.2. Is the research problem clearly specified and contextualized? [2%]

2.3. How clear are the objectives of the proposed research? [2%]

2.4. Are the research questions and/or hypotheses clearly formulated? [2%]

2.5. Does the dissertation capture clear relevance/rationale/ justification of the chosen topic? [2%]

3. Literature Review [20%]

3.1. Does the dissertation include a comprehensive review of (both theoretical and empirical) relevant literature? A candidate should demonstrate deeply impressive command of literature, drawing on an exemplary range of material/evidence and/or examining the topic in considerable detail [4%].

3.2. Is there critique of existing literature and is it clearly linked back to the relevance of the chosen topic? [4%]

3.3. Is there demonstration of sensitivity to the limits/limitations of evidence? Or is therea description on how the proposed research positions itself within the generic context of the previous studies in the area under investigation? [4%]

3.4. Does the candidate demonstrate a systematic understanding of the relevant

background theory and knowledge? [4%]

3.5. Is the theory been contextualized appropriately within the framework of the research problem in question? [4%]

4. Research Plan/Methodology [20%]

4.1. Is the adopted methodology and/or design approach clearly described and justified? [2%]

4.2. Does the dissertation demonstrate exemplary sensitivity in the use of quantitative and/or qualitative methods? [2%]

4.3. Are data analysis techniques relevant to specific objectives of research? [4%]

4.4. Is the sampling method and makeup of the sample clearly described? [2%]

4.5. Are research tools or data collection methods standard and clearly explained? [4%]

4.6. Have the issues of validity, reliability and generalizability been addressed? [3%]

4.7. Is there a clear identification of any limitations, assumptions and constraints which may influence the applied methodology, research design and implementation? [3%]

5. Presentation and Discussion of Findings [32%]

5.1. Are data reliable and valid? (i.e. enough and right data in relation to objectives of stud) [4%]

5.2. Are the results clearly presented and analyzed objectively? [7%].

5.3. Are the results discussed objectively and adequately? [7%].

5.4. Do the results lead to appropriate conclusions and/or fulfillment of the study objectives? [4%].

5.5. Does the analysis, evaluation and discussion of results exhibit independence of thought? Are there new ideas? [4%].

6. Conclusion, Recommendations and Policy Implications and Critical Evaluation ofthe Study [10%]

6.1. Are the conclusions consistent with the results/findings? [2%]

6.2. How closely do the conclusions address the objectives? [2%]

6.3. Has knowledge been extended? [1%]

6.4. How appropriate/feasible are the recommendations? [2%]

6.5. Has the need for any further research been addressed? [1%]

6.6. What happened when doing the dissertation? What went well, what went wrong, was research techniques manageable? What would the student do if he/she were to

repeat the same research again? [2%].

7 Appendices and Referencing [4%]

7.1 Are the research instruments attached? [1%].

7.2 Is the originality report attached? [1%].

7.3 Is the conference paper/manuscripts/journal article attached? [5%].

7.4 Is the research permit attached? [1%]

7.5 Is the referencing good [2%].

8. THE HIGHEST MARKS FOR THE DISSERTATION (DOCUMENT EXAMINATION): 100%

Appendix 5b

TYPESCRIPTS AND LAYOUTOF RESEARCH PROPOSAL/RESEARCH REPORT/DISSERTATION/THESIS

1.0. Typescript and Layout

The following should be observed

i. Sequence of chapters/sections should be in the following order; front page/title page, declaration copyright, acknowledgement, dedication (if any) abstract, table of contents, list of tables, list of figures, Introduction, literature review, Methodology, Findings, conclusion recommendation, References and Appendices.

ii. Objectives as may be contained in the introduction chapter, must be stratified to distinguish between overall and specific objectives,

iii. Type text in double spacing on one side of A – 4 size good quality (80 g/m^2) paper (210 x 297mm)

iv. Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals (i.e. I, ii, iii, etc) beginning with the title page. Number pages of the body of the research report in Arabic numbers (1,2,3, etc.) consecutively throughout. The page numbers should appear just below the centre of the lower margin.

v. Leave wide margins, the left hand margin must be 4.0 cm from the left edge of the paper, the right hand margin 2.5cm from the bottom of the paper.

vi. Ensure that typescripts are legible, and that the fonts as well as the format are consistent throughout.

vii. To itemize within a paragraph, use the forms (a), (b), (c). Consecutive short sentences can also be itemized by starting them with a bullet point aligned with the left hand column margin and ending them with a semi-colon.

viii. Spelling should follow that of the U.K. English Dictionary. Use "Spell Checker" facility in word processing software to assist in checking spellings.

2.0. Footnotes

The following should be observed.

i. Include footnotes in the text only if their use is unavoidable
ii. Number them consecutively with a superscript number at the relevant author's name of point in the text.
iii. Separate them from the text by a line across half the page.

3.0. Tables

i. Type each table on a separate sheet in case it covers half a page or more. Use upper case "T" for the word "Table" when citing tables in text
ii. Number them consecutively using Arabic numbers (e.g. 1, 2, 3, etc.) in the same order they are referred to in the text.
iii. Type adequate and self-explanatory captions above tables. For tables presented in a landscape format (horizontal), the caption should be typed at the left hand margin in lengthwise.
iv. Capitalize only the first letter of the first word of captions and of column headings in table except where otherwise necessary.
v. Use the fewest possible lines and avoid use of vertical lines to separate columns. Leave some extra space between the columns instead.
vi. Place acknowledgements of source below tables cited from other sources, using the format; Source: Gakale and Manthe (1987), etc.
vii. Give references from tables in full only in the references list at the end of the research reports and not as footnotes to the text.
viii. The words Table, Figure, Appendix or Map which refers as specific tables, figures, maps in the text should start with an upper case letter.
ix. Authors should take notice of limitations set by the size and layout of the document. Large tables should be avoided in the main text and if necessary they should be placed as Appendices at the end of the manuscript. A table in the text should not exceed the printed area of the page. Fold-out are not accepted in the main text. If any data are to be presented, an attempt should be made to divide these over two or more tables or reduce the size using smaller fonts and /or photocopying machines to the extent that is readable.

4.0. Illustrations

i. Provide these on separate sheets in case they cover half a page or more
ii. Number figures sequentially in Arabic numbers (e.g. figure 1,2,3, etc.) and refer to them in the text in order of appearance.
iii. Type captions below figures.
iv. Capitalize only the first letter of captions, except where otherwise necessary
v. When referring to figures in the text, use the form Fig. 3; (fig. 8), etc.
vi. As much as possible symbols and lines should be standard, large and thick enough. Free hand drawn lines should be avoided.
vii. Photographs are only acceptable if they have good contrast and intensity. Only sharp and glossy copies should be used.

5.0. Units of Measure

i. Use SI (System Internationale) units,
ii. Spell out units unless they are preceded by numbers.
iii. Note that abbreviations for units are the same in singular and plural e.g. write kg not kgs
iv. Express rates or amount per units in the form 50 kg/ha or 50 kg N/ha or 50 kg h^{-1}. Do not write 50 kg/ha N.

6.0. Numbers

i. Use numbers with four digits on either side of the decimal point, run digits together, e.g. 1000; 8285; 0.3284

ii. In numbers with more than four digits, leave a space (not a comma) between each group of three digits on either side of the decimal point e.g. 1 262 843; 256 421; 10 000; 0.032.

iii. In columns of numbers (e.g. in tables) containing four or more than four digits, group the digits into three as follows:

iv. For the decimal point, use a stop, not a comma, e.g. write 0.2 not 0,2.

v. For numbers below unity, precede the decimal point with a zero, e.g. 0.62 not .62.

vi. Spell out numbers from zero to nine, but use figure for higher numbers, e.g. six plot; 10 plots.

vii. In a series of three or more numbers use figures irrespective of magnitude, e.g. "The survey covered 9 in Rungwe, 4 in Mbozi and 18 in Chunya.

viii. Use figures whenever a number is followed by a unit of measure and for days, years, dates, page numbers, classes, etc. e.g. 5 kg, 2 g, 3 days, 1 year, 6 January, page 13, types 7, etc.

ix. Spell out numbers that occur at the beginning of sentences. e.g Thirteen words.

x. Express fractions as decimal, though percentages and simple fractions can still be used.

xi. For simple fractions use the form one-quarter, two-thirds, not ½, ¼, ¾, etc.

xii. Where possible, avoid large figures ending in several zeros. Either spell them out or use an exponential for part of the number; e.g. for 4,200,000 write 4.2 million of 4.2×10^6

7.0. Percentage

Use the % symbol only with figure, e.g. 75%, but spell out the words percent or percentage when they occur without figures.

8.0. Formulae

Use the internationally accepted format

9.0. Time

Use the 24 hour clock, e.g. 084h, 2135h etc.

10.0. Date

Use the form 22 January, not 22nd January, January 22 or January 22nd

11.0. Year

i. Write in the 1980s not in the 1980's

ii. For two calendar years write 2001-02, not 2001-2 or 2001-2002

iii. For single non-calendar years, i.e. parts of two years or seasons that extend over two years, write 2001/02 not 2001-2 or 2001 – 2002.

iv. For two non-calendar years, write 2000/01 – 2001.02.

12.0. Local Terms

If local or unfamiliar terms are used, e.g. *Kimpumu, ndyali,* etc. write them in italics or provide a description when the terms are first used.

13.0. Abbreviations

i. Where it is wished to use abbreviations of organizations, technical terms etc., spell them out in full the first time they occur, followed by the abbreviation in brackets, e.g. Teofilo Kisanji University (TEKU); Savings and Credit Cooperative Societies (SACCOS), etc. Thereafter use the abbreviation only.

ii. In acronyms, degree designations, etc. it is usual to omit full stops, e.g. USA, not U.S.A., BA not B.A., FAO not F.A.O.

14.0. References/Bibliography and Quotations using the American

Psychological
association (APA) Style appendix 6

i. List all references cited in full at the end of the text, and not as footnotes to the text pages, tables or figures.
ii. The references should be arranged alphabetically by authors. All authors, surnames and initials should be included (i.e. never used et al

15.0. Citations in list of References

i. Cite references in alphabetical order of author(s) and in order of year of publication.
ii. For references with same author(s) and year of publication, start with papers by the same author being arranged in the order of (1) single author, (2) two authors alphabetically according to the name of the second author, and (3) several authors chronologically with 1981a, 1981b, etc. for papers published in the same year.
iii. References by one author take precedence over references by the same plus additional authors irrespective of the year of publication.
iv. Avoid using anon or anonymous where possible. Where no name of an author is given, use the name of the sponsoring or issuing organization, ministry, department etc. if it can be identified.
v. Separate authors by semi-colons.

Appendix 6

APA Writing Guide: American Psychological Association (APA) Style

NB:
All TEKU scholarly papers/documents including Undergraduate Research Project Reports, Postgraduate Dissertations/Theses shall use the American Psychological Association (APA) Style as described in the following sections below.

Introduction

For the most part, the APA style documentation system is used in the social and natural sciences like Psychology, Sociology, and Anthropology. It is not exclusive, however, and will be found used in fields of study ranging from Business to Biology.

Citing Sources within Your Document

The APA's in-text citation system follows a parenthetical format; it emphasizes authors and dates of publication. The reason for this is that authors and dates of research are important benchmarks denoting relevancy and validity in both the social and the natural.

APA in-text formatting rules are as follows

- A comma should be placed between the author's name and the year of publication.
- Page numbers are included only when part of a source or a direct quotation is cited and must include abbreviations ("p." or "pp.").
- Footnotes and endnotes are used only when there is a need to provide further information about a particular idea or when specific copyright permission needs to be documented.
- APA also requires cited material to be introduced in the past or present perfect tense. For example: Socrates taught or has taught…

Citing an Entire Source

When citing an entire work, document the last name of the author and the year of publication. No page numbers are necessary. The citation format will vary according to whether the author's name is mentioned in the sentence being cited.

1. Author Name Not Included in Preceding Sentence

Format:
Cite both the last name of the author and the publication date. The citation is placed in parentheses directly following the information being cited. When the citation falls at the end of the sentence, the parenthetical note precedes the end punctuation (the period). Place a comma between the author's name and the date.

Example:
In one such study (Anderson, 1997)....

2. Author Name Included in Preceding Sentence

Format:

When the author's name is mentioned in the sentence, you may omit this name from the parentheses to avoid redundancy, using only the date. The date (in parentheses) should follow directly after mention of the author's name.

Example:
Anderson (1997) determined that...

1. Citing an Unknown Author

Format:
In cases where you are citing an anonymous source, or a source for which the author is unknown, use a shortened version of the title. It is important that the shortened title you use points your reader to the appropriate entry in the works cited list. For this reason, you will probably want to include the word in the full title which determines how that title is alphabetized in the works cited list. Also make sure that you punctuate the shortened title appropriately, as with the article title in the example below.

Example:
One anonymous review, appearing in the Guardian, boldly asserted that "Mrs.Mwakibinga of Mbeya is one of the first to write a book unaffectedly about Safwa, without conscious or unconscious belittling mockery in view of superior Nyakyusa advancement" ("Again", p. 122).

http://writing.colostate.edu/guides/researchsources/documentation/apa/i_variationexamples.cfm - directory**2. Citing Web or Internet Sources**

Format:
When you cite an Internet Source, you need only to use the last name of the author (or the shortened title, if the source is anonymous). Since most sources from the Internet or Web are not paginated in the same way that print sources are, you may forgo the use of page numbers.

Example:
These types of information are indispensable when citing electronic sources (Walker).
http://writing.colostate.edu/guides/researchsources/documentation/apa/i_variationexamples.cfm - directory**3. Citing Author Appearing More than Once in *Works Cited***

Format:
When you are working with more than one source by the same author in your paper, you need to make sure that you specify which source you are using by citing the shortened version of the title along with the author's name. In a case like this, you do use punctuation, placing a comma between the author's name and the shortened title, but just a space between the shortened title and the page numbers.

Example:
But he ends his article with a tactful, diplomatic suggestion that "the exploration of black people life and character rather than its exploitation must come from black people authors themselves" (Brown, "Character", P.203).

http://writing.colostate.edu/guides/researchsources/documentation/apa/i_variationexamples.cfm - directory**4. Citing Two or More Authors with Same Last Name in *Works Cited***

Format:
When your works cited list includes sources written by two (or more) different authors with the same last name, you will need to specify the author's name by including a first initial. (In cases where the authors share the first initial as well, you will need to cite full first names.)

Example:
He asserts that this Creole language has been in use for four centuries in the area (R. Smith, p. 67).

http://writing.colostate.edu/guides/researchsources/documentation/apa/i_variationexamples.cfm - directory**5. Citing Sources with Two or Three Authors**

Format:
When you are using a source written by two or three authors cite the last names of all of the authors, being sure to write the names in the same order in the corresponding works cited entry.

Example:
The Gullah Creole was situated in the middle of this debate (Stoney and Shelby,
P. 2).

6. Citing Sources with More Than Three Authors

Format:
When you are using a source written by more than three authors, cite the last name of the first author listed on the source and then insert the abbreviation "et al." (Latin for "and others") in the place of the following names.

Example:
This theory was, however, tremendously controversial (Wilder et al., p. 42).

7. Citing Sources with Corporate Authors
The term "corporate author" refers to groups of people who are responsible for producing documents, whether they are commissions, associations, committees, organizations, or any other like group. When a corporate author (like "Tanzania Medical Association") is named on a title page of a work, no individual authors are normally given. The name of a corporate author is treated just like the name of an individual author in the works cited list. See below for the format for parenthetical documentation when citing corporate authors.

Example:
The grant proposal submitted by Bas Bleu Theatre Company reflects this need (p.17).

8. Citing an Indirect "Second-hand" Source
Format:
Remember that you can't treat a source like you have it in hand unless you actually have it in hand (or the electronic equivalent of "in hand," of course). If you want to cite an idea or quote which one of your sources uses, you need to indicate that this is a "second-hand" source by showing in your citation that this information is quoted in (qtd. in) the source you actually have in hand.

Example:

Julia Peterkin, for instance, envisioned the black folk as sufferers in "a patient struggle with fate, and not in any race conflict at all" (qtd. in Clark, p. 219).

APA Reference List Formatting

http://writing.colostate.edu/guides/researchsources/documentation/apa/i_variationexamples.cfm -directoryAPA References List formatting rules call for the end documentation to begin on a new page at the end of your document and that it carries the next sequential number available. For instance, if your paper is 6½ pages long, the References List should begin on page 8, not halfway down page 7.

Note: Unless informed otherwise, you can count on your instructor not counting the References List in the total page count of an eight page assignment.
The page itself should be formatted in the following way:

- The title of the page-References List-should be centered one inch from the top of the page.
- Double space between the title and the first entry, then double space all entries. Indi Vidual entries should be formatted in the following way:
- The first line of an entry is flush with the left margin.
- When the entry has a second line, give that line a hanging indent five spaces in from the margin.

- Entries are listed alphabetically by author: last name first.
- Use only one space after periods and colons. Spell out months containing up to four letters; abbreviate all others to three letters (i.e., July, Dec.).

Books

http://writing.colostate.edu/guides/researchsources/documentation/apa/i_variationexamples.cfm -directory

1. Books
Format:
Last Name, Initial Author, & followed by last names and initials of other authors if any. (Year of Publication). *Title*. Place of Publication: Publisher.
Example:
Abelson, R., & Friquegnon, M. (1982). *Ethics for modern life.* New York: St. Martin's Press.
2. Edited
Format:
Last Name, Initial of Editor, & followed by last names and initials of other editors if any (Ed. or Eds.). (Year of Publication). *Title*. Place of Publication: Publisher.

Example:
Clynes, M. (Ed.). (1982). *Music, mind and brain: The neurobiology of music*.
New York: Plenum.

3. Revised Editions
Format:
Last Name, Initials of Author, & followed by last names and initials of other authors if any. (Year of Publication). *Title* (Number of edition or Rev. Ed.). Place of Publication: Publisher.

Example:
Starke, M. (1997). *Strategies for college success* (3rd ed.). New York: Prentice Hall.

4. Chapter or Article in an Edited Book
Format:
Last Name, Initials of Author of Chapter or Article, & followed by last names and initials of other authors if any. (Year of Publication). Title of chapter or article. In Initials and Last Name of First Editor & Initials and Last Name of Second Editor (Eds.), *Title of book* (pages in book where article or chapter is located). Place of publication: Publisher.

Example:
Tollifson, J. (1997). Imperfection is a beautiful thing: On disability and mediation. In K. Fries (Ed.), *Staring back* (pp. 105-112). New York: Plume.

1 **. Journal Articles with Continuous Pagination**

Format:
Last Name, Initials of Author, & followed by last names and initials of other authors if any. (Year of Publication). Title of article. *Title of Journal, Volume*, Page Numbers.

Example:
Martin, J. (1997). Inventing sincerity, refashioning prudence: The discovery of the individual in Renaissance Europe. *American Historical Review, 102*, 1309-1342.

2. Journal Articles with Non-Continuous Pagination

Format:
Last Name, Initials of Author, followed by last names and initials of other authors if any. (Year of Publication). Title of article. *Title of Journal, Volume Number* (Issue Number), Page Numbers.

Example:
Meyer, D. S. (1992). Star wars, *Star Wars*, and American political culture. *Journal of Popular Culture, 26*(2), 99-115.

3. Abstracts
Note: APA carefully notes that it is generally preferable to read and cite original articles or documents, however, writers sometimes find the need to cite an abstract rather than the original source they describe.

Format:
Last Name, Initials of Author, & followed by last names and initials of other authors if any. (Year of Publication). Title of abstract [with "Abstract" in brackets if it does not appear in the periodical title]. *Title of Abstract Collection, Volume Number* if applicable, Abstract Number.

Example:
Mortimer, James A. & Pirozzolo, Francis J. (1985). Remote effects of head trauma. *Alzheimer's disease: Abstracts of the psychological and behavioral literature*, 201.

4. Magazine Articles

Format:
Last Name, Initials of Author, & followed by last names and initials of other authors if any. (Year of Publication, Month and Day of Publication). Title of article. *Title of Magazine, Volume Number,* page numbers.

Example:
Lankford, K. (1998, April). The trouble with rules of thumb.*Kiplinger's Personal Finance Magazine, 52,* 102-104.

5. Newspaper Articles

Format:
Last Name, Initials of Author, & followed by last names and initials of other authors if any. (Year, Month and Day of Publication). Title of article. *Title of Newspaper,* page numbers, continued page numbers [if article is on non-consecutive pages].

Example:
Brody, J. E. (1995, February 21). Health factor in vegetables still elusive. *New York Times*, p. C1.

6. Book Reviews

Note: See APA's *Publication Manual* for formats of film and video reviews.

Format:
Last Name of Reviewer, Initials of Reviewer. (Year of Publication of the Review). Title of the review [Review of the book *Title of the book*]. *Title of the Periodical in Which the Review is Published*, Volume (Issue Number), Page Numbers.

Example:
Rose, T. (1998, February 24). Blues sisters [Review of the book *Blues legacies and black feminism: Gertrude "Ma" Rainey, Bessie Smith, and Billie Holliday*]. *Village Voice*, 8, 139-141.

Monographs

Note: Monographs are documented in several different ways, depending on how they are bound and paginated.

1. Monograph with Issue & Serial Number

Format:
Last Name, Initials of Author, & followed by last names and initials of other authors if any. (Year of Publication). Title. *Title of Monograph Series, Volume Number* (Issue Number, Serial Number).

Example:
Scott, J.P. (1976). The process of primary socialization incanine and human infants. *Monographs of the Society for Research in Child Development, 28* (1, Serial No.189).

2. Monograph Bound Separately as a Journal Supplement

Format:

Last Name, Initials of Author, followed by last names and initials of other authors if any. (Year of Publication). Title of monograph. *Title of Journal, Volume Number* (Issue Number, Supplement or Part Number if applicable).

Example:

Parsons Project in Language and Communication of Mentally Retarded Children. (1963). Language studies of mentally retarded children; a report. *Journal of Speech and Hearing Disorders Monograph Supplement, 10*.

3. Monograph Bound into a Journal with Continuous Pagination

Format:

Last Name, Initials of Author, & followed by last names and initials of other authors if any. (Year of Publication). Title of monograph [Monograph]. *Title of Journal, Volume Number*, Page Numbers.

Example:

Seeger, J. (2004). Adapting writing voice for a computer environment [Monograph]. *Computers and Composition, 2*, 201-218.

Dissertations and Thesis

Note: Formats for dissertations depend on whether the dissertation is published or unpublished, and whether or not it is abstracted in *Dissertation Abstracts International* (DAI).

1. Unpublished Master's Thesis

Format:

Last Name, Initials of Author. (Year of Submission of Master's Thesis). *Title of thesis*. Unpublished master's thesis, Name of University, Place of University.

Example:

Hughey, A. C. (1933). *The treatment of the Negro in South Carolina fiction*. Unpublished master's thesis, University of South Carolina.

2. Unpublished Dissertation

Format:

Author's Last Name, Initials. (Year of Submission of Dissertation). *Title of dissertation*. Unpublished doctoral dissertation, Name of University, Place of University.

Example:

Beilke, D. (1997). *Cracking up the south: Humor and identity in southern Renaissance fiction*. Unpublished doctoral dissertation, University of Wisconsin, Madison.

3. Dissertations Abstracted in *Dissertation Abstracts International* (DAI) from University Microfilm

Note: Master's theses abstracted in *Masters Abstracts International* follow a similar format.

Format:
Last Name, Initials of Author. (Date of Submission of Dissertation). Title of dissertation. *Dissertation Abstracts International, Volume Number*, Abstract Number that includes the letter A for Humanities or B for Sciences. (University Microfilms Number)

Example:
Newman, M. C. (1998). Psychosocial development and depression in elderly nursing home residents. *Dissertation Abstracts International, 59*, 3350B. (UMI No. AAG9840397)

4. Dissertations Abstracted in *Dissertation Abstracts International* (DAI) from a University
Note: Master's theses abstracted in *Masters Abstracts International* follow a similar format. See APA's *Publication Manual* (pp. 260-262) for details.

Format:
Last Name, Initial of Author. (Date of Submission of Dissertation). Title of dissertation (Doctoral dissertation, Name of University, Date of Submission of Dissertation). *Dissertation Abstracts International, Volume Number*, Page Numbers.

Example:
Temple, L. (1998). The relationship between cognitive construct systems and attitudes toward mental illness. (Doctoral dissertation, Colorado State University, 1998). *Dissertation Abstracts International, 59*, 5594.

Technical and Research Reports

Note: Following are the formatting rules for some of the more common types of reports you may need to document. APA also offers formats for reports from the National Technical Information Service (NTIS), from the Educational Resources Information Center (ERIC), from government reports not available from the GPO and from private organizations.

1. General Reports

Format:
Last Name, Initials of Author, & followed by last names and initials of other authors if any. (Year of Publication). *Title of report* (Number Assigned to the Report). Place of Publication: Publishing Agency, Department, Office, or Institute.

Example:
Favat, F. A. (1977). *Child and tale: The origins of interest*. (NCTE Research Rep. No. 19). Urbana, IL: National Council of Teachers of English.

2. Government Printing Office (GPO) Reports

Format:
Name of Group Author. (Year of Publication). *Title of report* (Number Assigned to the Report). Washington, DC: U. S. Government Printing Office.

Example:

National Advisory Mental Health Council. (1995). *Basic behavioral science research for mental health: A national investment.* (NIH Publication No. 95-3682). Washington, DC: Government Printing Office.

3. University Reports
Format:
Last Name, Initials of Author, & followed by last names and initials of other authors if any. (Year of Publication). *Title of report* (Report Number). Place of Publication: University and Specific Department Publishing the Report.

Example:
Iran-Nejad, A., Clore, G.L., & Vondruska, R.J. *Affect: A functional perspective* (Tech. Rep. No. 222). Champaign, IL: University of Illinois, Center for the Study of Reading.

Unpublished Manuscripts and Papers
Note: Formats for unpublished manuscripts and papers vary according to what stage of the publication process they are in.

1. Unpublished Manuscripts
Format:
Author's Last Name, Author's Initials followed by last names and initials of other authors if any. (Date on the Manuscript). *Title of manuscript*. Unpublished manuscript.

Example:
Ipock, E., & Street, S. (1999). *Early childhood development: A new perspective*. Unpublished manuscript.

2. Unpublished Manuscripts Citing a University
Format:
Last Name, Initials of Author, followed by last names and initials of other authors if any. (Date on the Manuscript). *Title of manuscript.* Unpublished manuscript, Name and Place of University.

Example:
Thomas, L., & Hudgeons, S. (1999). *Suicidal behavior and adolescence*. Unpublished manuscript, University of Eastern Colorado.

3. Unpublished Papers Presented at a Meeting
Format:
Last Name of Author/Presenter, Initials of Author/Presenter (followed by last names and initials of other author/presenters, if any). (Year, Month and Day of Presentation). *Title of paper*. Paper presented at organization, and place of presentation.

Example:
Nesbitt, L. (1999, May 20). *Writing the personal in public: The Ceilidh Web forum in the composition classroom*. Paper presented at the Computers and Writing Conference, Rapid City, South Dakota.

4. Manuscripts in Progress or Submitted for Publication

Format:
Last Name, Initials of Author, followed by last names and initials of other authors if any. (Date on the Manuscript). *Title of manuscript.* Manuscript submitted for publication.

Example:
Nesbitt, L.N. (1998). *Julia Peterkin and the problem of authority*. Manuscript submitted for publication.

Media Sources
In papers, we often find ourselves citing sources that aren't written documents. Some common non-print sources are:

1. Film
Format:
Last Name, Initial of Director, and Producer if available (Function). (Date of film release). *Title of the film* [Motion Picture]. Country or place of origin: Studio or Distributor.

Example:
Cholodenko, L. (Producer). (1998). *High art.* [Motion Picture]. United States: October Films.

2. Television Broadcast
Note: See APA's *Publication Manual* for formats of a Television Series or a Single Episode from a Television Series.

Format:
Last Name, Initials of Producer (Function). (Year, Month and Day of Broadcast). *Title* [Television Broadcast]. Place of Recording: Television Service or Network.

Example:
Aspell, P. (Executive Producer). (1995, March 15). *Nova* [Television Broadcast]. Boston: WGBH.

Format:
Last Name, Initials of Writer. (Date of Copyright). Title of song [Recorded by artist if different from writer]. On *Title of CD* [Medium of recording: compact disk, record, cassette, etc.]. Location: Label. (Recording date if different from copyright date).

Example:
Griffith, N. (1991). The power lines. On *Late night Grande hotel* [CD]. Universal City, CA: MCA Records.

4. Poster Session

Format:
Last Name, Initials of Presenter, & followed by last names and initials of other presenters if any. (Year, Month of Presentation). *Title*. Poster session presented at organization, place of presentation.

Example:

Goff, B.F. & Goodrich, D.C. (1998, June). *Integrated observations of semi-arid land-Surface - atmosphere interactions.* Poster session presented at a special symposium of the American Meteorological Society, San Diego, CA.

Legal Materials

1. Court Decisions
Note: APA lists different formats for different types of court cases. Consult the *Publication Manual of the American Psychological Association* or *The bluebook: A uniform system of citation* (APA's source for legal reference formats) for greater specificity.

Format:
Name v. Name, Volume Source Page (Court Location and Date).

Example:
Meyer .v. State of Nebraska, 262 U.S. 390 (S.Ct. 625 1923).

2. Statutes
Note: APA lists different formats for different types of statutes. Consult the *Publication Manual of the American Psychological Association* or *The bluebook: A uniform system of citation* (APA's source for legal reference formats) for greater specificity.

Format:
Name of Act, Volume Source Section Number (Year).

Example:
Farm Credit Act. 42 U.S.C.A. sec. & 410 (1959).

3. Legislative Materials
Note: APA lists different formats for different types of legislative materials (like enacted bills and resolutions, unenhanced bills and resolutions, federal reports and documents, testimony at hearings, and full hearings). Consult the *Publication Manual of the American Psychological Association* or *The bluebook: A uniform system of citation* (APA's source for legal reference formats) for greater specificity.

Format (for enacted bills and resolutions):
Resolution Number, Congress Number, Number of Congressional Session, Volume Source Page (Year) (enacted).

Example (enacted resolutions):
S. Res. 223, 103d Cong., 2nd Sess., 140 Cong. Rec. 6871 (1993) (enacted).

4. Administrative and Executive Materials
Note: APA lists different formats for different types of Administrative and Executive Materials. Consult the *APA Publication Manual of the American Psychological Association* or *The bluebook: A uniform system of citation* (APA's source for legal reference formats) for greater specificity.

Format (for Executive Orders):
Executive Order Number, Volume Number of C.F.R. Pages (Year).

Example (enacted resolutions):
Exec. Order No. 12149, 3 C.F.R. 420-22 (1979).

Electronic and Portable Databases Sources

1. Computer Software

If an individual does not have rights to the program, software, or language, then begin the entry with the name of the program, etc. The publisher is the organization that produces the software. If you refer to a specific version not included in the program's name, this information goes last.

Format:
Last Name of Author if available, Initials of Author, followed by last names and initials of other authors if any. (Year of Publication). Title of Program and Version if Version is part of the program title [Computer software]. Place of Publication: Publisher. Version if Version is not part of the title

Example:
Adobe Photoshop 7 [Computer software]. (2002). San Jose, CA: Adobe Systems Incorporated.

2. Abstracts on CD-ROM

Format:
Last Name, Initials of Author, followed by last names and initials of other authors if any. (Year of Publication or of Latest Update). Title of abstracted article [Abstract]. *Title of Abstract Collection, Volume Number* (Issue Number), Page Numbers. Retrieved Month Day, Year, from On-line Service or Database: Subcategory in Database if applicable: Item Number or Availability Information.

Example:
Oliverio, A. & Lauderdale, P. (1998). Rationalizing a social problem: Mental health and the case of attention deficit hyperactivity disorder [Abstract]. Paper presented to the *American Sociological Association*. Retrieved June 18, 2003, from Cambridge Scientific Abstracts: Sociological Abstracts: 98S37256.

3. Other Material on CD-ROM

Format:
Last Name, Initials of Author, followed by last names and initials of other authors if any. (Year of Publication or of Latest Update). Title of article. *Title of Original Source, Volume Number (Issue Number)*, Page Numbers. Retrieved Month Day, Year, from On-line Service or Database: Subcategory in Database if applicable: Item Number or Availability Information.

Example:
Kohn, A. (2000, March 20). Poor teaching for poor students: More reasons to boycott the MCAS tests. *Boston Globe, 3rd. Ed.*, p. All. Retrieved June 18, 2002, from Dialog@carl:10580004.

Legal Materials

1. Court Decisions

Note: APA lists different formats for different types of court cases. Consult the *Publication*

Manual of the American Psychological Association or *The bluebook: A uniform system of citation* (APA's source for legal reference formats) for greater specificity.

Format:
Name v. Name, Volume Source Page (Court Location and Date).

Example:
Meyer .v. State of Nebraska, 262 U.S. 390 (S.Ct. 625 1923).

2. Statutes
Note: APA lists different formats for different types of statutes. Consult the *Publication Manual of the American Psychological Association* or *The bluebook: A uniform system of citation* (APA's source for legal reference formats) for greater specificity.

Format:
Name of Act, Volume Source Section Number (Year).

Example:
Farm Credit Act. 42 U.S.C.A. sec. & 410 (1959).

3. Legislative Materials
Note: APA lists different formats for different types of legislative materials (like enacted bills and resolutions, unenhanced bills and resolutions, federal reports and documents, testimony at hearings, and full hearings). Consult the *Publication Manual of the American Psychological Association* or *The bluebook: A uniform system of citation* (APA's source for legal reference formats) for greater specificity.

Format (for enacted bills and resolutions):
Resolution Number, Congress Number, Number of Congressional Session, Volume Source Page (Year) (enacted).

Example (enacted resolutions):
S. Res. 223, 103d Cong., 2nd Sess., 140 Cong. Rec. 6871 (1993) (enacted).

4. Administrative and Executive Materials
Note: APA lists different formats for different types of Administrative and Executive Materials. Consult the *APA Publication Manual of the American Psychological Association* or *The bluebook: A uniform system of citation* (APA's source for legal reference formats) for greater specificity.

Format (for Executive Orders):
Executive Order Number, Volume Number of C.F.R. Pages (Year).

Example (enacted resolutions):
Exec. Order No. 12149, 3 C.F.R. 420-22 (1979).
http://writing.colostate.edu/guides/researchsources/documentation/apa/i_variationexamples.cfm - directory

Electronic and Portable Databases Sources
1. Computer Software

If an individual does not have rights to the program, software, or language, then begin the entry with the name of the program, etc. The publisher is the organization that produces the software. If you refer to a specific version not included in the program's name, this information goes last.

Format:
Last Name of Author if available, Initials of Author, followed by last names and initials of other authors if any. (Year of Publication). Title of Program and Version if Version is part of the program title [Computer software]. Place of Publication: Publisher. Version if Version is not part of the title

Example:
Adobe Photoshop 7 [Computer software]. (2002). San Jose, CA: Adobe Systems Incorporated.

2. Abstracts on CD-ROM

Format:
Last Name, Initials of Author, followed by last names and initials of other authors if any. (Year of Publication or of Latest Update). Title of abstracted article [Abstract]. *Title of Abstract Collection, Volume Number*(Issue Number), Page Numbers. Retrieved Month Day, Year, from On-line Service or Database: Subcategory in Database if applicable: Item Number or Availability Information.

Example:
Oliverio, A. & Lauderdale, P. (1998). Rationalizing a social problem: Mental health and the case of attention deficit hyperactivity disorder [Abstract]. Paper presented to the *American Sociological Association*. Retrieved June 18, 2003, from Cambridge Scientific Abstracts: Sociological Abstracts: 98S37256.

3.Other Material on CD-ROM

Format:
Last Name, Initials of Author, followed by last names and initials of other authors if any. (Year of Publication or of Latest Update). Title of article. *Title of Original Source, Volume Number (Issue Number)*, Page Numbers. Retrieved Month Day, Year, from On-line Service or Database: Subcategory in Database if applicable: Item Number or Availability Information.

Example:
Kohn, A. (2000, March 20). Poor teaching for poor students: More reasons to boycott the MCAS tests. *Boston Globe, 3rd. Ed.*, p. All. Retrieved June 18, 2002, from Dialog@CARL: 10580004.

Internet Sources

1. Online Abstracts

Format:
Last Name, Initials of Author, followed by last names and initials of other authors if any. (Date of Publication or of Latest Update). Title of Abstract [Abstract]. *Title of Abstract Collection, Volume Number (Issue Number)*, Page Numbers (if given). Retrieved Month Day, Year, from the World Wide Web: URL

Example:
Oliverio, A. (1997). The state of injustice: The politics of terrorism and the production of order [Abstract]. *International Journal of Comparative Sociology, 38*, 1-2. Retrieved March 25, 2000,

from the World Wide Web: http://www.yorku.ca/faculty/academic/ishwaran/ ijcsabst.htm#The State.

2. Online Journal Articles
APA lists different formats for subscriber-based journals and general access journals. The following is an entry for a general access journal article

Format:
Last Name, Initials of Author, followed by last names and initials of other authors if any. (Year). Title of article. *Journal Title, Volume (Issue)*, Page numbers (if given). Retrieved Month Day, Year, from: URL

Example:
Loker, W. M. (1996). "Campesinos" and the crisis of modernization in Latin America. *Journal of Political Ecology, 3.1*, 69-88. Retrieved March 23, 2000, from: http://www.library.arizona.edu/ej/ jpe/volume_3/ascii-lokeriso.txt

3. Online Magazine Articles
Format:
Last Name, Initials of Author, followed by last names and initials of other authors if any. (Year of Publication or of Latest Update). Title of article. *Title of Magazine, Volume Number*, Page Numbers (if given). Retrieved Month Day, Year, from the World Wide Web: URL

Example:
Kongshem, L. (1997, January). Censorware: How well does Internet filtering software protect students? *Electronic School*. Retrieved March 20, 2000, from the World Wide Web: http://www.electronic-school.com/0198f1.html

4. Online Newspaper Articles
Note: When you access an online newspaper, read its user's guide to find out how long articles remain accessible online. If the time is fixed, then only give the URL to the paper's homepage. From the homepage, interested readers can find the link to the paper's electronic archives and find out if the article can be viewed or purchased.

Format:
Last Name, Initials of Author, followed by last names and initials of other authors if any. (Year, Month Day of Publication). Title of article. *Newspaper Title*, pages or indicator of length if available. Retrieved Month Day, Year, from the World Wide Web: URL

Example:
Pentz, M. (2000, March 21). Theaters receive guarantee. *Albuquerque Journal*. Retrieved March 23, 2000, from the World Wide Web: http://www.abqjournal.com/

5. Online Database Articles
Format:
Last Name, Initials of Author, followed by last names and initials of other authors if any. (Year, Month and Day). Title of article. *Journal Title, Volume Number (Issue Number)*, Page numbers if given. Retrieved Month Day, Year from URL, from Title of database.

Example:

Schraw, G., & Graham, T. (1997). Helping gifted students develop metacognitive awareness. *Roeper Review, 20*, 4-8. Retrieved June 11, 2004, from http://web19.epnet.com, from the Expanded Academic ASAP database.

6. Online Works

Format:

Last Name, Initials of Author, followed by last names and initials of other authors if any. (Year of Publication). *Title of work*. Publisher or Organization that placed work online. Retrieved Month Day, Year, from the World Wide Web: URL

Example:

Darwin, Charles. (1859). The *origin of species*. An Online Library of Literature. Retrieved March 20, 2000, from the World Wide Web: http://www.literature.org/Works/Charles-Darwin/origin/

7. Parts of Online Works

Note: When parts of works come from searchable online reference works, as in the example below, give the URL that will lead your reader to the main search page. They can then type in your search term or article title.

Format:

Last Name, Initials of Author, followed by last names and initials of other authors if any. For unsigned reference entries give title of the entry before year. (Year of Publication). Title of entry if there's a signed author for it. In *Source* (edition). Producer-- optional. (Reprint or other original source information if any is available). Retrieved Month Day, Year, from the World Wide Web: URL

Example:

Hypertext. (No date). In *Tech Encyclopedia*. CMP's TechWeb. (Article reprinted from Computer Desktop Encyclopedia). Retrieved March 20, 2000, from the World Wide Web: http://www.techweb.com/encyclopedia/

8. Web Sites and Pages

Note: Internet sources should provide a title for the Web Page, a date (either of publication, update or retrieval), and its URL address. Page authors should be identified if possible. If the URL is incorrect or incomplete, the reference list will not be considered accurate. This is the most crucial element of the citation.

Format:

Last Name, Initials of Author, followed by last names and initials of other authors if any. (Date of Publication or Latest Update, if there is no date use "n.d."). Title of article if any. Retrieved Month and Day, Year, from URL.

Example:

Karper, E. (2002). Using American Psychological Association Format, Updated to 5th Edition. Retrieved September 12, 2002, from http://owl.english.purdue.edu/handouts/research/r_apa.html

Online Communications

1. Email Sources

First, a cautionary note: It is possible to send an email note disguised as someone else. Authors-not journal editors or copy editors-are responsible for the accuracy of all references, which includes verifying the source of email communications before citing them as personal communications in manuscripts.
Email communications from individuals should be cited as personal communications. The format in text (personal communications are not cited in the reference list) is as follows: L. A. Chafez (personal communication, March 28, 1997).

Example:
According to Eric Crump, Web designer for the National Council of Teachers of English, "there are people at schools without writing centers that need help with academic papers" (personal communication, March 5, 2000).

2. Postings to News, Forum or Discussion Groups

Format:
Last Name or Screen Name of Author, Initials of Author, followed by last names and initials of other authors if any. (Year, Month and Day of Publication). Subject of message. Message posted to Name of list or forum, archived at URL

Example:
Hyde, L. (2004, June 11). Re: Congress - an affront to our democracy. Message posted to Google Newsgroup: soc.politics: alt.history.future, archived at http://groups.google.com/groups?dq=&hl=en&lr=&ie=UTF-8&threadm=f925918f.0406110232.1d59a039%40 posting. google. compare=/groups%3Fhl%3Den%26lr%3D%26ie%3 DUTF 8%26group%3Dsoc.politics

3. Discussion List Messages

Format:
Last Name or Screen Name of Author, Initials of Author, followed by last names and initials of other authors if any. (Year, Month and Day of Publication). Subject of message. Message posted to Name of list or forum, archived at URL

Example:
Rroyar. (1998, February 28). Internet linked courses. Message posted to Alliance for Computers and writing, archived at http://groups.yahoo.com/computersandwriting/message/42
http://writing.colostate.edu/guides/researchsources/documentation/apa/online.cfm - directory

APA Directory of How to Arrange References List Entries

1. Unknown or Anonymous Authors

Note: Organize alphabetically. When a work is signed "Anonymous", include it in the lead spot where an author's name would normally appear. When a work is of unknown origin, use the first word of its title, excluding definite or indefinite articles which may be transposed to the end of the title. Legal works should be treated in this manner as well.

Example:
Abelson, R., & Friquegnon, M. (1982). *Ethics for modern life*. New York: St. Martin's Press.
Anonymous, (1929). A passing race. *Canadian Magazine, 71*, 34.

- or -

Passing Race, A, (1929). A passing race. *Canadian Magazine, 71*, 34.Wells v. Seeger, 359 F. Supp. 1608 (1992). Yeats, W. B., (1977). *The collected poems of W. B. Yeats*. New York: Macmillan, 125.

2. Sole Author of One Work & First Co-Author of Another
Note: Individually authored works always precede co-authored works.
Example:
Shor, I., (1986). *Culture wars: School and society in the conservative restoration, 1969-1982.* Boston: Routledge and K. Paul, 55.

Shor, I. & Paul Friere, (1987). *A pedagogy of liberation: Dialogues on transforming Education.* New York: Bergin and Garvey, 112-115.

3. Multiple Works by the Same Author(s)
Note: Multiple works are listed according to earliest date of publication. All things being equal, this rule holds as well for multiple works authored by an identical line-up of co-authors.

Example:
Peterkin, J., (1927). *Black april.* Indianapolis: Bobbs-Merrill, 48.
Peterkin, J., (1928). *Scarlet sister Mary.* Indianapolis: Bobbs-Merrill, 92.

4. Multiple Works with Same First Author and Different Co-Authors
Note: Multiple works by the same first author, followed by a line-up of different multiple co-authors, are listed alphabetically by the second author, rather than by date of publication. (If the first two authors are the same, move to the third name, etc.)

Example:
Smith, M., Brown, N., & Black, L. (1993). *Fake title one.* New York: Macmillan, 57.
Smith, M., White, Q., & Toggle, V. (1989). *Fake title two.* Boston: Bedford, 32-36.

5. Multiple Works with Same Author(s) and Years of Publication
Note: Multiple works with identical author(s) and year of publication are alphabetized by the first significant word in the title. Lowercase letters (a, b, c, etc.) are then assigned to the year of publication.

Example:
Smith, S., Wesson, P., & Winchester, T. (1988a). *First fake title.* New York: Macmillan, 324.
Smith, S., Wesson, P., & Winchester, T. (1988b). *Second fake title.* New York: Macmillan, 76.
Smith, S., Wesson, P., & Winchester, T. (1988c). *Third fake title.* New York: Macmillan, 101-103.

Bibliography

The Colorado State University (CSU)

Diana Hacker writing manual