

# PhD STUDENT

HANDBOOK  
MARCH, 2012

DIRECTORATE OF  
POSTGRADUATE  
STUDIES



**TUMAINI**  
**UNIVERSITY**  
**MAKUMIRA**  
KILIMANJARO CHRISTIAN  
MEDICAL UNIVERSITY  
COLLEGE

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Most grateful are we for the inputs of Mr Joackim Kessy, Senior Human Resource Officer at KCMU College. He wrote the first draft of this handbook which has been the basis for this final version.

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This handbook can also be found on the College website ([www.kcmuco.ac.tz](http://www.kcmuco.ac.tz) / [www.kcri.co.tz](http://www.kcri.co.tz) )

Hopefully this handbook will provide students and staff the information necessary to conduct a PhD at KCMU College. Comments from students and staff are very much welcomed, so that a next edition will be even better than the one in front of you.

Prof Ben CJ Hamel, MD, PhD  
Director of Postgraduate Studies  
KCMU College

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## List of abbreviations

BSc	Bachelor of Science
BSU	Building Stronger Universities
BTL	BioTechnology laboratory
CAT	Continuous Assessment Test
CFR	Certificate of Full Registration
CMP	Centre for Medical Parasitology (University of Copenhagen)
DPS	Director of Postgraduate Studies
ELCT	Evangelical Lutheran Church of Tanzania
IPR	Intellectual Property Rights
KCMC	Kilimanjaro Christian Medical Centre
KCMU College	Kilimanjaro Christian Medical University College
KCRI	Kilimanjaro Clinical Research Institute
LSHTM	London School of Hygiene & Tropical Medicine
MCDC	Malaria Capacity Development Consortium
MD	Medical Doctor
MMed	Master of Medicine
MPH	Master of Public Health
MSc	Master of Science
NIMR	National Institute of Medical Research
PDP	Personal Development Plan
PhD	Philosophiae Doctor
TCU	Tanzania Commission for Universities
THRiVE	Training Health Researchers into Vocational Excellence in East Africa
TUMA	Tumaini University Makumira

## Welcome address by the Provost

Dear PhD-students,

It is my pleasure to welcome you to the KCMU College of Tumaini University Makumira which is owned by the Evangelical Lutheran Church in Tanzania. The College is dedicated to training professionals, from undergraduates up to postgraduates, to deliver comprehensive health care in Tanzania and elsewhere.

Over a period of fifteen years this College has grown and developed in capacity for enrolment and infrastructure. With an enrolment of 15 students in 1997, the student population has grown to over 1000 this academic year.

KCMU College upholds the Tumaini University Makumira Vision of being Christ-Centred in imparting knowledge, skills and attitude to students by emulating the Christ's character of love, mercy, compassion and faithfulness through studying and by working diligently in order to become better servants to those who will need quality professional service.

The "General regulations for the doctoral programmes" have recently been reviewed by the Postgraduate Directorate and received approval by the Senate of Tumaini University Makumira. It stipulates among others entry requirements, roles of (co-) supervisors, requirements for the research proposal and the PhD book, how to assess progress, the procedure for admission to the oral defence, the way of assessing and grading the thesis and finally gives a checklist to be used both by PhD students as well as supervisors.

Though the number of PhD students, registered at the College is still small, the College realizes the necessity of having clear and transparent regulations and also the need to develop a PhD handbook which in more detail describes the programme. It is a great pleasure to see such handbook now being ready to be distributed to PhD students, (potential) supervisors and foreign collaborators. In the meantime the College endeavours to create a conducive environment for teaching, learning and researching among others by establishing a PhD resource centre and by improving its internet facilities.

The entire community of KCMC and KCMU College welcomes you and hopes that you will have a fruitful and enjoyable study period at the College and also that you will contribute to build a Medical College with virtues of excellency.



Prof. Egbert M Kessi, MD, MMED, MSc  
PROVOST

KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE.

# 1. Introduction

## 1.1 General introduction

### *About KCMU College*

The Kilimanjaro Christian Medical University College (KCMU College) is a constituent College of Tumaini University Makumira (TUMA) owned by the Evangelical Lutheran Church of Tanzania (ELCT). KCMU College is recognized by the Tanzania Commission for Universities (TCU) and has already acquired the Certificate of Full Registration (CFRno. 004 of 13 August 2000). Kilimanjaro Christian Medical Centre (KCMC) is the teaching hospital of KCMU College.

### *Vision statement*

The vision of the KCMU College is to be a centre of excellence in teaching, research and development of health professionals who influence society through dignified health care delivery to promote the love and compassion of Christ.

### *Mission statement*

The Mission of the College is teaching, research and healing in order to proclaim Christ, in the sense that:

- We are called to serve by teaching so that people can see the light.
- Through healing services, the people of Tanzania can be set free from bondage of disease and spiritual sickness.
- By creating knowledge through research, the people of Tanzania can be masters of their physical environment and overcome poverty.

### *Non-discriminatory policy*

KCMU College believes in equal opportunity and does not discriminate against any student or prospective student, employee or prospective employee on the basis of race, sex, ancestry, national origin, age, disability, or religion.

### *Medical and general students' welfare services*

Students including PhD candidates are treated in the staff clinic at KCMC using a sick sheet obtained from the office of the Dean of Students or medical insurance card issued by a recognised insurance fund. Students should remember to bring back the sick sheet and point out any relevant comments made by the doctor to the Dean. It is an offence to omit bringing back the sick sheet.

The treatment charges will be made to the Provost by the Hospital.

Students treated as inpatients or having bed rest must make sure the Dean of Students, Directorate of Postgraduate Studies and the supervisor or administrative coordinator to which the candidate is attached are aware so that they can provide help that may be required.

Students should immediately inform the Provost if they are involved in accidents or arrested by law enforcers.

Principal Officers of KCMU College  
Chairperson, College Governing Board  
Provost

Deputy Provost Academics

Deputy Provost Administration  
Director of Postgraduates Studies  
Director of Research & Consultancies  
Director of Kilimanjaro Clinical Research Institute  
Dean, Faculty of Medicine  
Dean, Faculty of Nursing  
Dean, Faculty of Rehabilitation Medicine

Dean of Students  
Bursar  
Senior Human Resource Officer

Rt. Rev. Bishop Dr. M. F. Shao  
Prof. E.M. Kessi, MD, MMed (UDSM) MSc Orthopaedics/  
Trauma (UDSM/Nijmegen)  
Prof. N.E. Sam, MD, MMed (UDSM/Bergen), Dipl.HIV/AIDS &  
STDS (UCL)  
Mr. A. Kulanga, BBA(TU), MBA (MU)  
Prof. Ben C.J. Hamel, MD, MMed, PhD (Nijmegen, NL)  
Prof. F. Moshia, BSc, MSc, PhD (UDSM)  
Prof. G. Kibiki, MD (BL), MMed (TZ), PhD (NL), D. Endosc (NL)  
Dr. A.K. Mteta, MD, MMed (UDSM), MSc (TU)  
Mrs. M.H. Msuya, ADPHC, MPH  
Mr. H. Shangali, Adv Dip Prosthetics / Orthotics (German),  
CPO-MOM, PDB, MSc Prosthetics/Orthotics(UK)  
Rev. D. Msanya, BScD, MaT  
Mr. R. Masaula, CPA  
Mr. J. Kessy, Dipl Ed, AdvDipl Pub Admin, MPA (HAS)

## 1.2 Objective and scope of the handbook

### *About the handbook*

This handbook provides an overview of the information regarding the regulations, policies and procedures that guide and govern the doctoral training at the KCMU College.

The handbook is intended for prospective and present PhD candidates, but the information will also be useful for supervisors, academic staff and administrative support staff. Members of the manuscript and defence committees, including the External Examiner, and support staff involved in organising the public defence of theses will also find useful information.

PhD candidates will have access to a range of supportive resources. Supervisors, technical and administrative staff, fellow PhD candidates and fellow researchers in the respective departments will be colleagues and provide support.

Administrative PhD coordinators know all the important practical issues relating to the doctoral training and they will be important contacts in the management of the studies. The involved administrative contact person and this handbook will provide all the answers needed regarding rights and duties as a PhD candidate.

This being the first handbook we anticipate that there will be occasional issues that it does not address. If, after reviewing the handbook, a student - or any reader for that matter - believes that he or she has one of such issues, he or she is encouraged to seek guidance from the Director of Postgraduate Studies

However, information in this handbook serves as a supplement but not a substitute for the policies and procedures of the TUMA. In addition to the content of this manual, students must also comply with rules and regulations stipulated in the statutes of TUMA, the prevailing College Prospectus and other laws, by-laws and regulations of KCMU College.

### 1.3 Organisation of the PhD programme

#### *Programme administration*

The doctoral training at the KCMU College is administered by the Directorate of Postgraduate Studies in liaison with the (co)-supervisor(s).

Postgraduate students are represented in the KCMU College governance structures, like Postgraduate Studies Committee and Academic Board/Committee. Moreover, PhD students do have their own platform (see 1.4).

#### *General description of the PhD programme*

A PhD programme at KCMU College is a 3-4 years programme of research activities, with added training courses. The research has to be relevant and of appropriate scientific level, such that the results will be published in the form of a minimum of 3 research papers, in national and international peer reviewed biomedical journals. Besides, each research paper will form the basis for one of the chapters of the PhD book, to which will be added an introductory chapter, research questions and outline of thesis in front and a general discussion and summary at the end. An assessment committee (Manuscript Committee) will assess whether the body of the research meets the criteria for allowing the candidate to the official defence. After approval, the PhD will be defended in public during an academic session at KCMU College where the candidate has to face an academic forum with internal and external examiners (the Defence Committee). The successful candidate will be awarded the PhD degree of TUMA.

#### *PhD programme learning objectives*

PhD degree students are prepared to assume academic or research careers in basic or applied science related to clinical, public health or careers in public health practice within both the public and private sectors. In general, the PhD graduate will be able to:

- Demonstrate an in-depth knowledge and understanding of issues in his/her interest area in the biological, medical or behavioural/social sciences.
- Display a high degree of mastery in appropriate theories, analytical skills, research design and methodology in the biological, medical or behavioural/social sciences.
- Identify knowledge gaps in the selected field, synthesize relevant information, and formulate focused research questions to address these gaps.
- Design and conduct original research that contributes to the knowledge in his/her selected field.
- Incorporate knowledge of cultural, social, behavioural and biological factors in formulating research questions, and design and implement research.
- Communicate effectively and clearly both orally and in writing, and present research findings in his/her area of expertise to peers, students and the general public.
- Demonstrate teaching skills in working with students and other professionals in academic, research or practice settings.

#### *Facilities available at KCMU College/KCMC campus*

- Kilimanjaro Christian Medical Centre
- Kilimanjaro Clinical Research Institute (KCRI)
- KCRI BioTechnology& Research Laboratories
- KCRI Clinical Trial Unit
- Joint Malaria Programme offices
- Animal house and insectory
- Experimental huts
- Laboratory for biochemistry and microbiology in the College building
- ICT laboratory in College building
- Wireless internet in KCMU Co building and KCRI
- Library at KCMC
- e-Library at KCRI and KCMU Co

### 1.4 PhD students platform

On March the 15th, 2012 the “PhD Platform Global Health, KCMUCo - Tanzania” was officially inaugurated. Its establishment was supported through the Human Health Platform of the Building Stronger University (BSU) initiative, a collaboration between Danish Universities, KCMC/KCMU College and National Institute of Medical Research (NIMR).

In this platform, PhD students develop their own forum linked to similar fora in Denmark - and elsewhere - with the aim to improve networking, prepare seminars and meet with senior management/scientists to improve the research and work environment.

*The specific aims of this student network are to:*

- Form a forum to assemble PhD students together
- Form a network for creating research collaborations within and beyond PhD research and exchanging contacts
- Establish an organ of research students for discussion and representation of matters related to the improvement of research and working environment
- Host seminars with an academic focus
- Actively involve PhD students in other universities
- Identify and share relevant courses for PhD students
- Offer the possibility to practice speeches, dissertation defences, lectures, and poster presentation in a constructive and intellectual environment
- Form a social club run by and for the PhD students

*The target group:*

1. PhD students working within human health
2. Research assistants and master students expecting to become PhD students in near future working within human health

### 1.5 International collaborations

KCMU College collaborates with many universities and research institutes inside and outside Tanzania. KCMU College/KCMC/KCRI staff/students not only register for their PhD at KCMU College but also at a variety of overseas universities, e.g. Radboud University Nijmegen, the Netherlands, Free University, Amsterdam, the Netherlands, Maastricht University, the Netherlands, Duke University, Durham, USA, Bergen University, Norway, University of Oslo, Norway, University of Barcelona, Spain.

PhD students registered at KCMU Co have been sponsored by Malaria Capacity Development Consortium (MCDC) funded by Wellcome trust, Training Health Researchers into Vocational Excellence in East Africa (THRiVE) and Building Stronger Universities (BSU), each of which providing opportunities for training in renowned institutions like London School of Hygiene and Tropical Medicine, Liverpool School of Tropical Medicine, University of Cambridge and Danish Universities, in particular University of Copenhagen.

## 2. Admission/enrolment and commencement of studies

### 2.1 Admission/enrolment

How to contact KCMU College?

Inquiries about admission to KCMU College should be addressed to:

The Admissions Officer	Tel: +255-(0)27-2753616
Kilimanjaro Christian Medical	Fax: +255-(0)27-2751351
University College	E-mail: admission@kcmcollege.ac.tz
P.O. Box 2240	General tel: +255-(0)27-2753616
Moshi, Tanzania	General fax: +255-(0)27-2751351/2754381
	General e-mail: psec@kcmcollege.ac.tz
	Website: www.kcmuco.ac.tz

#### *Eligibility for admission*

In order to become eligible for admission and enrol as a PhD candidate, funding must have been secured that covers both tuition fees, living costs and the costs relating to the research project for the entire doctoral training period.

*Affiliation to a research group*

Preferably, PhD candidates will be attached to a research group, which guarantees a successful PhD trajectory.

The research group, represented by potential (co-)supervisors, will also participate actively in outlining the research project proposal and the plan for completion of the organised training, such as courses etc.

#### *Entry requirement and enrolment of the candidate*

- BSc/MD - Master path: Candidates wishing to register for a PhD programme at KCMU College must have the necessary prior education and academic degree(s). At KCMU College the minimal requirements are a Master degree, either MMed, MSc, MPH or a similar qualification with a minimum pass at B ( $\geq 60\%$ ) level and a first degree with a minimum pass at B ( $\geq 60\%$ ) level. These degrees can be either from TUMA or obtained from another recognized institute of higher learning in or outside Tanzania.
- MD - PhD path: Highly motivated and qualified students are allowed to proceed from MD directly to PhD, provided some criteria are fulfilled.

#### *Criteria for MD - PhD path*

- overall average grading during MD programme: B+ or above (= 70% and above)
- MD4 dissertation grading: B+ or above (= 70% or above)
- attached to on-going research-project during the MD4 field rotation
- experience with either poster1 or platform presentation1, published abstract2 or publication2
- PhD programme starts after MD graduation and successful internship (preferably done at KCMC)
- rigorous selection procedure by selection committee
- preferably, the PhD topic is part of an on-going research project
- the appointed supervisor is experienced and participates in the chosen on-



- going research project
- obligatory courses at Master level in epidemiology, biostatistics and research methodology (= “foundation course”) plus courses in academic writing/ presenting and others as needed, all during the first year<sup>3</sup>
- candidates should be employed by the College
- other KCMU College PhD regulations do apply normally

1: selected to be presented at national or international congress / symposium / seminar

2: in peer reviewed journals or supplementary issues of such journals

3: this is not different from other PhD candidates, but it is explicitly stressed here

#### *Admission and PhD registration requirements*

In order to be admitted and enrolled as a PhD candidate, the following requirements must be met:

- Approved educational qualification (see above)
- Sufficient funding for tuition fee, living costs and the research project
- Suggested supervisors: either one or a maximum of two supervisors will be appointed by TUMA, at least one of them holding a position at KCMU College. The second supervisor may be from another university, either from within Tanzania or from outside the country. Only (associate) professors and senior lecturers, the latter holding themselves a PhD degree, can be supervisors. The internal KCMU College supervisor is the leading supervisor, who is communicating directly with the candidate and whose approval is required for all changes in the original proposal. In addition to the supervisor(s), a maximum of two co-supervisors can be appointed. Only (associate) professors or senior lecturers or PhD degree holders, can be co-supervisor. At least one co-supervisor is holding a position at KCMU College
- A preliminary research proposal, which is approved by the (co-)supervisor(s)
- A plan for the training component: PhD-courses etc.

#### *Application procedure*

Candidates apply to the Provost for admission to the PhD programme with submission of a preliminary PhD research proposal of maximally 15 pages in total. This application, which can be done at any time during the year, has to be endorsed officially (in writing) by the prospective (co-)supervisor(s).

#### *Registration procedure*

Registration takes place in two phases. After approval of the preliminary research proposal by the College and the University, the candidate is registered for phase one and is assigned (co-)supervisors. During this phase, which lasts a maximum of one year, the candidate works out the full PhD research proposal under guidance of his supervisors. In addition the candidate takes a number of training courses needed as preparation for his research work, epidemiology, biostatistics, research methodology, presenting, writing and publishing scientific data. The type and number of other courses depend on the needs of the individual candidate. It is obligatory to submit a detailed plan of the courses which will be followed during year 1. In phase one also a

pilot study can be done. The final PhD research proposal is submitted to the Provost for approval by the College and TUMA. If approval is granted, the candidate is now registered for phase two, which will last on average 3 years (maximum 4 years). After the final PhD research proposal has been approved, ethical clearance needs to be obtained. During this phase, the main research work takes place, including data collection, analysis and writing of research papers.

#### 2.2 Leave of absence

Study leave, sickness absence and interruption of studies

All kinds of sickness absence or study leave must be reported to the Postgraduate Office and if needed also to the funding source (check the rights and duties related to the funding scheme).

In order to be entitled to an extension, documentation of sickness absence must be submitted (see also 1.1).

#### 2.3 Extension of enrolment period

PhD candidates who are unable to complete their thesis within the given time limit must apply for an extension of the period of doctoral training. The application must contain a realistic plan for completion of the thesis. The PhD registration will be terminated if the PhD candidate does not apply or the application is not granted at the very latest one year after the funding period has expired.

#### 2.4 Supervision and appointment of (co-)supervisor(s)

##### *Supervisors and co-supervisors*

Either one or a maximum of two supervisors will be appointed by TUMA, at least one of them holding a position at KCMU College. The second supervisor may be from another university, either from within Tanzania or from outside the country. Only (associate) professors and senior lecturers, the latter holding themselves a PhD degree, can be supervisors. The internal KCMU College supervisor is the leading supervisor, who is communicating directly with the candidate and whose approval is required for all changes in the original proposal.

Co-supervisors: in addition to the supervisor(s), a maximum of two co-supervisors can be appointed. Only (associate) professors or senior lecturers or PhD degree holders, can be co-supervisor. At least one co-supervisor is holding a position at KCMU College. Supervisor(s) and co-supervisor(s) are supposed to communicate regularly (at least quarterly) with each other.

The (co-)supervisors and the PhD candidate should be aware of these different roles so that all involved parties are aware of the expectations (see below 4.1, 4.2 and 4.3).

#### 2.5 PhD plan

##### *Project description*

The project description, must clarify the research topic, hypotheses or objectives and choice of theory and methods.

The description must indicate a time schedule for the different activities in the project. The evaluation of the application will be based on the quality of the project, the feasibility of completing the project within the standard timeframe of three/four



years and, in addition, the PhD candidate's role and ability to complete his/her part. Applicants, who have received a scholarship or other financing on the basis of an evaluation of the project description carried out by an expert evaluation committee, must attach a copy of the project description and the evaluation.

The following important factors must be considered when preparing the project description:

- Documentation of good knowledge of the research area in question, both nationally and internationally.
- Project hypotheses or objectives must be clearly presented.
- Description of how the project entails an expansion of current knowledge must be included, and/or whether the acquired knowledge will form the basis for further research in the field.
- A well founded statement describing how the theories and methods it is planned to apply in the project are well suited for testing the project's hypothesis, or setting out good possibilities of developing the necessary method and theory through the research project.
- A description of the methods of analysis must also be presented.
- A presentation of ethical considerations relating to the research project

It must be substantiated that it is feasible to complete the project within the given timeframe and financial framework.

#### *Research proposal*

Before embarking on the research activities, the candidate needs the official approval of the research proposal and be registered as a PhD candidate.

The preliminary research proposal will be presented during the Academic Forum as will 2 progress reports per year. Typically, a PhD research programme consists of several related studies around a particular scientific problem. Usually 4-6 studies have to be done over a period of 3-4 years, the results of which are envisaged to be reported initially at research meetings or symposia and subsequently written up as separate research papers, each of which will be submitted for publication in a peer reviewed national or international scientific journal and will constitute a chapter in the PhD book. In the early stages of the proposal, often the advice from a statistician will be needed.

Both the preliminary (maximally 15 pages in total) and the final proposal, shall have the following parts (typing must be one and a half spaced, on both sides of the paper, font size 12):

- Table of contents (from here roman pagination)
- Certification
- Acknowledgements
- Abbreviations (alphabetical)
- Composition of the research group, both internal (TUMA) and external (co-) supervisor(s), listing qualifications and contributions by each
- Executive structured summary, mentioning background, aims and objectives, methods, time frame and total budget required

- Introduction (from here arabic pagination)
- Background/literature review
- Problem statement, justification/rationale, research questions, broad and specific objectives and outline of the research programme
- Materials and methods for each of the specific objectives, mentioning inclusion and exclusion criteria
- Expected outcome per stated specific objective
- Plan of action and time frame
- Ethical considerations.
- Budget and evidence of sufficient financial support.
- References (Vancouver or Harvard)

Both the preliminary and final PhD proposal should specifically indicate how the minimum requirement of 3 papers in peer reviewed journals is going to be achieved. Compared to the preliminary research proposal, in the final PhD Research Proposal, all of the above items are worked out in full detail. For instance for each of the 4-6 studies to be done within the research programme, all details have to be given of the operational aspects, time frame and budget. Appendix 1 gives a checklist for the whole PhD trajectory.

## 3. Contents of the PhD programme

### 3.1 Research work

#### *Main research and publications*

In accordance with the research programme outlined in the final PhD research proposal and after registration for PhD degree phase two, each individual study within the PhD programme has to be carried out. Typically, this includes a preparatory phase, followed by data collection, data analysis and reporting, i.e. writing a research paper. During this process the candidate will have regular quarterly, recorded meetings with his/her (co-) supervisor(s). Twice a year a progress report, signed by (co-) supervisor(s), has to be sent to the College (DPS) by the candidate (format: see appendix 2), while once a year a progress report is presented at KCMU College during the Academic Forum, KCMC Clinical Conference or KCRI scientific meeting. After data collection and analysis of each separate study within the PhD programme, the candidate should already write up the findings in the form of a research paper. Thus during the PhD programme, the process of writing research papers should not be left until after all data of individual studies have been collected. In fact, publication of initial findings is encouraged while data collection of later parts of the research programme continues

### 3.2 Courses

#### *Course work - Training Component*

The training component consists of courses. All activities included in the training component must be of a high scientific standard and provide a sufficient amount of breadth and depth in the scientific field. It is recommended that most of the training component be completed during the first year of the PhD study period

Through the training component, the PhD candidate is expected to improve his or her skills in scientific theory and research methodology. The development of skills in the dissemination of research results is also a required part of the training component. It is obligatory to submit when registering, a detailed plan of the courses which will be followed during year 1.

### 3.3 Teaching activities

#### Teaching by the PhD candidate

PhD candidates are required to teach in undergraduate and senior PhD students also in postgraduate programmes, when convenient and not jeopardising their PhD programme.

### 3.4 Personal Development Plan

A personal development plan (PDP) is now used widely by students in higher education. The aim of PDP is to help students become more effective self-directed, life-long learners, to set personal goals and evaluate progress in achieving these goals. In the context of the programme “Building Stronger Universities” (BSU; collaboration between Danish Universities and Universities in developing countries), KCMU College is in the process of introducing such PDPs.

## 4. Responsibilities and expectations

### 4.1 The PhD candidate’s responsibilities

1. To carry out the research effectively, to a high standard and within the prescribed period of study
2. To attend PhD events at the university, directorate and department and to attend the courses agreed with the main supervisor
3. To agree and strictly abide by a timetable, regular documented contact with the main supervisor is needed at least quarterly, and before submission of the manuscript
4. To submit the manuscript by agreed deadlines to allow sufficient time for comment and discussion. Drafts or parts of the thesis should be submitted at regular intervals
5. To present the work or findings at seminars/conferences from time to time, particularly when encouraged by the main supervisor
6. To comply with the ethical standards for research that apply to the academic field in question
7. To submit an bi-annual standard progress report (format see appendix 2) in January and July to the directorate of postgraduate studies, signed and approved by the (co-)supervisors
8. To responsibly keep track of all documentation of the courses, seminars and activities completed as part of the training component
9. To inform the main supervisor about all matters that may have a bearing on the smooth running of the research and supervision. The PhD candidate should feel free to bring any problems, including problems of a social or medical

nature, to the attention of the main supervisor or directorate of postgraduate studies

10. To consult in confidence the Director of Postgraduate Studies if a change of supervisor is desirable for any reason
11. To follow the procedures for study leave or interruption of doctoral training. In case of sickness absence or other types of approved study leave, you must inform the Directorate of Postgraduate Studies
12. To discuss all matters regarding expenses relating to the financing of the research project with the main supervisor at KCMU College or, if relevant, with representatives of the institution that is financially responsible for the candidate’s position

### 4.2 The main supervisor’s responsibilities

1. To participate actively in discussing and designing the research project and in selecting relevant courses and activities for the training component
2. To be responsible for the budget for project expenses
3. To provide quality advice/supervision of the research work, consider which hypotheses and methods may be suitable, and provide timely feedback on written texts as they develop (outline, contents, writing style, documentation etc.)
4. To ensure that it is possible to complete the thesis work within the normal timeframe of 3-4 years for doctoral training
5. To provide within a reasonable timeframe, constructive criticism and reactions to submitted draft work in order to facilitate timely completion of your thesis.
6. To introduce the candidate to specialist literature and basic data sources (libraries, archives etc.)
7. To introduce the candidate to KCMU College, its facilities and procedures, and to other PhD candidates and relevant staff, and encourage attendance at events and seminars related to doctoral training in general and to the research field in particular. To allow for the planning of relevant study-abroad periods, the supervisor shall at an early stage introduce the candidate to other relevant academic environments outside the KCMU College, also internationally
8. To decide, in consultation with the Directorate of Postgraduate Office, at the start of the PhD project, whether assignment of Intellectual Property Rights (IPR) is necessary and, if so, ensure that an agreement on IPR is established at the outset of the project
9. To ensure that a risk assessment of any laboratory and/or field-based activities has been carried out in accordance with procedures of KCMU College/KCMC/KCRI and that the necessary safety training is received
10. To ensure that ethical clearance has been obtained from the College Research and Ethics Review Committee in accordance with the regulations, and provide guidance on questions of research ethics related to the thesis work
11. To ensure that records of the research data are maintained in a systematic manner so that they can be consulted and understood by anyone with a legitimate right to enquire, such as the supervising team
12. To discuss incidents with the candidate that may seem to be related to

- research misconduct or plagiarism and report to the Directorate of Postgraduate Studies on any suspected instance of research misconduct, including plagiarism
3. To provide quality advice/supervision of the research work, consider which hypotheses and methods may be suitable, and provide timely feedback on written texts as they develop (outline, contents, writing style, documentation etc.)
  4. To ensure that it is possible to complete the thesis work within the normal timeframe of 3-4 years for doctoral training
  5. To provide within a reasonable timeframe, constructive criticism and reactions to submitted draft work in order to facilitate timely completion of your thesis.
  6. To introduce the candidate to specialist literature and basic data sources (libraries, archives etc.)
  7. To introduce the candidate to KCMU College, its facilities and procedures, and to other PhD candidates and relevant staff, and encourage attendance at events and seminars related to doctoral training in general and to the research field in particular. To allow for the planning of relevant study-abroad periods, the supervisor shall at an early stage introduce the candidate to other relevant academic environments outside the KCMU College, also internationally
  8. To decide, in consultation with the Directorate of Postgraduate Office, at the start of the PhD project, whether assignment of Intellectual Property Rights (IPR) is necessary and, if so, ensure that an agreement on IPR is established at the outset of the project
  9. To ensure that a risk assessment of any laboratory and/or field-based activities has been carried out in accordance with procedures of KCMU College/KCMC/KCRI and that the necessary safety training is received
  10. To ensure that ethical clearance has been obtained from the College Research and Ethics Review Committee in accordance with the regulations, and provide guidance on questions of research ethics related to the thesis work
  11. To ensure that records of the research data are maintained in a systematic manner so that they can be consulted and understood by anyone with a legitimate right to enquire, such as the supervising team
  12. To discuss incidents with the candidate that may seem to be related to research misconduct or plagiarism and report to the Directorate of Postgraduate Studies on any suspected instance of research misconduct, including plagiarism
  13. To submit bi-annually in January and July to the Director of Postgraduate Studies a standard progress report (format see appendix 2)
  14. To ensure at least quarterly regular documented contact with the candidate, and contact before submission of the manuscript
  15. In consultation with co-supervisors and the directorate of postgraduate studies, make satisfactory arrangements for supervision if the main supervisor is absent for a period of more than 3 months
  16. To encourage the candidate to present his/her work in progress from time to time and attend relevant conferences, meetings and workshops, and to consult relevant sources of information and advice inside and outside KCMU

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

#### 4.3 The co-supervisor's responsibilities

1. To participate in planning the research project and the training component, which is necessary for admission and enrolment as a PhD candidate
2. To supervise the candidate in connection with the research project
3. To keep updated on the progress of the work and be present at the (at least) quarterly supervisory team meetings
4. To provide quality advice concerning the research work, consider which hypotheses and methods may be suitable, and provide timely feedback on written texts as they develop
5. To introduce the candidate to specialist literature and basic data sources (libraries, archives etc.)
6. To ensure that records of research data are maintained in a systematic manner so that they can be consulted and understood by anyone with a legitimate right to enquire, such as the supervising team
7. To discuss incidents with the candidate that may seem to be related to research misconduct or plagiarism and report to the Directorate of Postgraduate Studies on any suspected instance of research misconduct, including plagiarism
8. To submit bi-annually in January and July to the Director of Postgraduate Studies a standard progress report (format see appendix 2)
9. In consultation with co-supervisors and the directorate of postgraduate studies, make satisfactory arrangements for supervision if the main supervisor is absent for a period of more than 3 months
10. To encourage the candidate to present his/her work in progress from time to time and attend relevant conferences, meetings and workshops, and to consult relevant sources of information and advice inside and outside KCMU College
11. To improve the effective supervision of the work by contributing a second opinion or additional areas of expertise, if the main supervisor considers it desirable
12. To provide for continuity of supervision in the event of the absence or departure of the main supervisor. Arrange in consultation with the main supervisor and the Directorate of Postgraduate Studies for a replacement in the event of his or her parallel absence with the main supervisor
13. To create a safe environment in which students can bring forward complaints and other issues without fear of disadvantage and in the knowledge that confidentiality will be respected

#### 4.4 Responsibilities of the Directorate of Postgraduate Studies

1. To provide the candidate with all the information needed about the rights and duties as a PhD candidate
2. To oversee admission to doctoral training, supervision, courses, progress and

- examination of PhD candidates and generally to ensure that the PhD regulations are followed
3. To create a safe environment in which students can bring forward complaints and other issues without fear of disadvantage and in the knowledge that confidentiality will be respected
  4. To ensure that the following issues are attended to:
    - a. That a main supervisor and a co-supervisor have been appointed in due time, and that all supervisors have the qualifications required by TU regulations
    - b. That (co-)supervisors are taking their responsibilities seriously
    - c. If relations between the PhD candidate and the supervisor become difficult, but also in other circumstances where a change of supervisor could be beneficial, to assist in resolving any problems, and - if necessary - to arrange for the appointment of a replacement supervisor
    - d. That bi-annual assessment meetings are held between PhD candidates and supervisors in relation to progress reports (format see appendix 2)
    - e. To serve as a source of information about all regulations and resources relating to doctoral programmes for both PhD candidates and supervisors, also including supervisors from collaborating institutions
    - f. To promote general PhD candidate welfare

## 5. PhD thesis, defence and award of the PhD degree

### 5.1 Requirements of the PhD thesis

#### *Thesis requirements*

The thesis must demonstrate the PhD candidate's ability to carry out independent scientific work at a high academic level and the overall research efforts of which the PhD candidate's work forms a part.

The research must lead to new scientific knowledge. It must meet international standards within the field and it must be publishable as part of the scientific literature on the subject. The thesis can either be an independent work or a continuation of scientific work carried out in previous research.

In evaluating the thesis, particular emphasis is placed on whether the work is an independent and complete scientific piece of work at a high academic level in the field of study. This will be evaluated with respect to the formulation of the dissertation's hypothesis, methodological, theoretical and empirical basis, documentation, handling of sources and method of presentation.

In particular, it will be assessed whether the sources and methods used are appropriate in relation to the issues raised in the dissertation and whether the arguments and conclusions presented are adequate.

### 5.2 Content of the PhD book

The PhD book will have the following composition:

- Initial formal pages, comprising:

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

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

### 5.3 Manuscript committee and criteria for admission to the defence

After the PhD manuscript has been assembled, it is loosely bound submitted, signed and approved by the (co)- supervisor(s), with a covering letter by the internal supervisor to the Provost through the DPS. Then it is presented to a Manuscript Committee, appointed officially by the Provost after approval by the TUMA Senate. This committee shall consist of at least 3 (always an unequal number) members, one of KCMU College members being the secretary. At least two members should be professionals of KCMU College/TUMA and one must come from another university, who will also be the external examiner. All should be of the level of (associate) professor or holding a PhD degree themselves. Within 6 weeks of receipt of the manuscript the committee has to give its - simple majority based - verdict whether the manuscript reaches the academic standards needed for a PhD and can be admitted for the official defence session.

Criteria to be applied are:

- Scientific quality: research based on scientific principles and originality
- Research of sufficient quantity: at least 3 original research papers published

(or proof of papers that have been accepted for publication). Of at least 2 papers the candidate has to be the first author or “equally contributed”; of additional papers the candidate can be second or last author.

- The research is adhering to ethical principles. The secretary of the Manuscript Committee reports on its behalf the verdict to the Provost. The verdict can be one of the following:
- PhD manuscript is approved, subject to typographical corrections and (minor) improvements, as indicated by the Committee in writing.
- PhD manuscript is rejected outright, with specific reasons given for it. In this case, the candidate has, in cooperation with the (co-) supervisors, either to extend the research work in case the quantity was insufficient, or to improve part of the work qualitatively.

The latter could imply for instance reanalysing data or improving the write up of the findings in specific parts of the research work. In this case, the PhD manuscript can only be resubmitted after one year, when a different Manuscript Committee will scrutinize it.

When the manuscript is approved by the Manuscript committee and the External Examiners report is received. The Provost will compose a Defence Committee and set the date for the official defence of the PhD.

#### 5.4 Defence

##### *PhD Defence Committee and format for the Academic Defence*

The PhD Defence Committee shall consist of:

- The members of the Manuscript Committee
- Possibly another 2 academicians, either from KCMU College/TUMA or from outside TUMA. The latter could be from other academic institutions, often from collaborating universities, or scientists who have worked in the same field as the PhD research presented. They should be of the level of (associate) professor or holding a PhD degree themselves.

The members of the Defence Committee, will be appointed by the College through the office of the DPS after approval by the TUMA Senate.

During an official academic defence session at KCMU College, which is open to interested academicians and non-academicians and which is chaired by the Provost or the DPS in his absence, the candidate will present a summary of the dissertation for a maximum of 25 minutes and thereafter be questioned about the research work by the Defence Committee during a maximum of two hours. There should be no differences between the manuscript and the content of the presentation during the viva voce. After this, the Defence Committee will have a closed meeting, also attended by the (co-)supervisor(s) and the chairman of the academic defence session, to decide whether the candidate rightly deserves the PhD degree.

Criteria used will be:

- Quality and quantity of the scientific work as presented in the PhD book using criteria as stipulated above for the Manuscript Committee
- Performance of the candidate during the defence.

Only in very exceptional circumstances, will the assessment of the Defence Committee

- in terms of pass and fail - be different from the verdict of the Manuscript Committee that approved the manuscript and allowed it to be defended in public. In case no consensus can be reached, the chairman of the academic defence session will have the power to decide.

For criteria for fail, pass or pass with distinction (Cum Laude): see below.

Afterwards the decision of the Defence Committee will be announced by the chairman of the academic defence session or - if wished - by the External Examiner. In case of a pass, an official speech (laudation or vote of thanks) will be held by the DPS or principal supervisor, after which the meeting will be closed by the chairperson . The defence will be opened and closed with a special prayer.

#### 5.5 Assessment

##### *Assessment of the PhD thesis*

The written document (the thesis), accepted and approved by the (co-)supervisor(s) of the thesis and already accepted by the Manuscript Committee, will be made available for assessment to the appointed internal and external examiners (defence committee), which includes the members of the Manuscript Committee. The external examiner reports within 6 weeks to the office of the DPS.

##### *Assessment of the written document*

The external examiner shall be required to summarize his/her report about the thesis using the following assessment scheme:

1. Background, literature review and rationale	10%
2. Research questions, aims and objectives	10%
3. Study design, methods, data collection tools, ethics	30%
4. Analysis (including statistics used) and results presented	25%
5. Discussion, conclusions and recommendations	25%
TOTAL	100%

For each part 1-5, the external examiner will give a brief description of the adequacy or the shortcomings of the thesis, mentioning suggestions for improvement, followed by a descriptive summary and a grade. For grading, the following scheme will be used:

A	85 - 100 %	excellent
B+	75 - 84 %	very good
B	60 - 74 %	good
C	50 - 59 %	pass
D	40 - 49 %	failure
E	0 - 39 %	complete rejection

The results of the assessment by the external examiner will be reported to the office of the DPS before the viva voce and to the panel of examiners after the viva voce, while the report will be given to the candidate also after the viva voce. Also the internal examiners write a short report that will be handed to the candidate after the viva voce and to the DPS. All candidates will appear for a viva voce examination (oral defence), irrespective of the outcome of the assessment of the thesis by the external examiner.



### *Viva Voce assessment (oral defence)*

The function of the viva voce is to ascertain that the dissertation presented is the original work of the candidate, that the candidate has grasped the broader subject area on which the study is based and to recommend whether the candidate should be passed or failed, based on the grading system below.

For the assessment during the viva voce, the following percentages will be used:

1. Quality of the oral presentation	15%
2. Background, literature review and rationale	10%
3. Aims and objectives, design and methods	15%
4. Analysis (including statistics used) and results presented	30%
5. Interpretation of results, conclusions and recommendations	30%
TOTAL	100%

Each of the members of the Defence Committee of the oral defence will first determine his/her grade individually. Thereafter the given grades will be converted in one common grade, whereby each member shall have an equal contribution to the grade. For grading, the following scheme will be used:

A	85 - 100 %	excellent
B+	75 - 84 %	very good
B	60 - 74 %	good
C	50 - 59 %	pass
D	40 - 49 %	failure
E	0 - 39 %	complete rejection

### *Final grade of the thesis*

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

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

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

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

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

**Grade C** Pass. The thesis is passed subject to improvement in several well defined areas and correction of all typographical errors, after which the candidate has to submit the improved and now error free dissertation within eight weeks.

**Grade D** Failure. The thesis is not accepted because it needs major revision under guidance of the supervisor, including re-analysis of the data in some parts, rearrangement of the results and discussion and other major improvements. Revision of the thesis should take between four and six months. Then it will be reassessed following the whole procedure of thesis assessment by a Manuscript Committee and by the external examiner and internal examiners, followed by oral defence of the revised thesis. Graduation will take place in the next year. If the final grade of the revised document is not C or higher, the candidate will be discontinued from studies.

**Grade E** Complete rejection. The research work is totally unacceptable and the candidate has to formulate a new proposal under guidance of a new Supervisor and do a completely new research. This means that the candidate has to repeat a year of the course. If the final grade of the revised document is not C or higher, the candidate will be discontinued from studies.

In case of a pass (grade C or higher), the manuscript might still need some revision, following comments made by the examiners in their written report and during the oral defence. The accordingly revised manuscript, together with a letter stating point by point the changes which have been made, should then be sent to the internal supervisor for final scrutiny (time frame see above).

The revised manuscript will then after approval and signing by the supervisor be sent within 4 weeks to the office of the DPS, who in turn will ask for approval during the next scheduled TUMA Senate meeting. After approval by the TUMA Senate graduation can take place (see final binding).

### 5.6 Criteria for Fail, Pass and Pass with Distinction (Cum Laude)

The candidate will fail if he/she does not meet the criteria outlined above. If he/she passes, the degree will be awarded during the graduation ceremony.

In very exceptional cases the certificate can be awarded with distinction (cum laude).

Criteria for the latter are:

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

When the first 2 criteria apply, supervisor(s) should request the Provost in writing to award "pass with distinction (cum laude)" at the moment the manuscript is submitted for assessment by the Manuscript Committee. The Manuscript Committee and Defence Committee should be informed about this request and take this request into account during the assessment and finally accept or reject the request.

### 5.7 Award of the PhD degree

*The PhD Degree certificate of Tumaini University Makumira.*

The PhD Degree certificate of Tumaini University Makumira will be an official document



in line with the high level of the academic degree concerned. It will be issued during the yearly Graduation Ceremony at the KCMU College. The PhDs will be awarded last after lower degrees have been awarded. The PhD candidate will be dressed in the special TUMA academic gown. Before being ushered in to receive the degree, an appropriate official of the college will march besides the candidate and an abstract of the thesis will be read. During the marching in and out, music can be played.

### 5.8 Final binding of the thesis

Copies will be bound by the candidate within two months in the standard blue College format (see sample at the DPS office), and five of these shall then be distributed to the candidate's department, the candidate's sponsor, the KCMC Library, the office of the DPS and the office of the Vice-Chancellor of TUMA. Final binding by the candidate is a prerequisite for graduation.

## 6. Student disposal, plagiarism and academic misconduct and re-admission after discontinuation

### 6.1 Student disposal

*Reasons for student disposal are:*

1. A candidate may be discontinued from training based on:
  - i. academic grounds
  - ii. ethical grounds
  - iii. ill health grounds
2. In addition students may also be discontinued from studies due to the following reasons:
  - a. committing examination/academic irregularities
  - b. committing disciplinary offences as described in the "Tumaini University Makumira Students' by-laws"
  - c. absconding from studies

### 6.2 Plagiarism and academic misconduct

KCMU College demands the highest ethical standards of all employees, researchers and students. PhD candidates should be aware that plagiarism and other forms of academic misconduct are a violation of university guidelines, national and international research ethics.

Such violations are subject to sanctions by the TUMA Senate. PhD candidates should also note that plagiarism and other forms of academic misconduct in course work (e.g. in exams, submission of course papers etc.) may also be dealt with on par with cheating in exams in the sense of the TUMA regulations.

Sanctions may include annulment of exam results and exclusion from PhD studies for up to one year. In addition, academic misconduct can result in a breakdown of trust between supervisor and PhD candidate that may result in the supervisor asking to be released from his/her task.

KCMU College emphasises the prevention of academic misconduct, and in order to improve PhD candidate's knowledge of academic standards and encourage reflection

on these standards, the training component of the PhD study programme should include ethics.

### 6.3 Re-admission after discontinuation

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

## 7. Right of complaint and appeal

### 7.1 Right of complaint

Students have a right to express dissatisfaction about the courses, facilities or services provided by KCMU College and/or its staff. They should be able to raise concerns without fear of disadvantage and in the knowledge that confidentiality will be respected.

Complaints should in the first instance be brought to the attention of the supervisor. If complainer and supervisor fail to reach a satisfactory solution, the complainer should address his/her complaint to the Director of Postgraduate Studies. A complainant should be entitled to be accompanied at all stages of the complaints process by a person of his or her choosing.

### 7.2 Right of appeal

*Procedure for appeal*

- a. Candidate may appeal against unfair marking, wrongful computation of scores or grades or any other grounds that considered valid by the candidate
- b. The Academic Board of Examiners recommendation shall be final except where well authenticated claim for unfair marking or disregard for examination regulations is raised by an affected student. In such a case, the Academic Board shall determine the aftermath of such an event through Appeal/Investigation Committee
- c. A candidate who feels that he or she has been assigned incompetent supervisor may appeal in writing to the Deputy Provost for Academic Affairs through the Director of Postgraduate Studies within 7 days of the appointment
- d. A candidate who feels that she or he has been mistreated by the supervisor may appeal in writing to the Deputy Provost for Academic Affairs through the Director of Postgraduate Studies within 14 days of the felt incident
- e. The Deputy Provost for Academic Affairs shall submit the appeal to the College Academic Board, who shall appoint a competent sub-committee to handle any appeals received during the semester. The findings and recommendations of the sub-committee shall be forwarded to the Academic Board, which shall recommend a course of action that shall be reported to the TUMA Senate
- f. In the course of the appeal, the candidate shall be liable for the initial burden of proof
- g. The TUMA administration shall have the power to require any appellant to

bear the cost of any special investigation. Such detailed investigation and associated costs will be disclosed in advance and agreed upon by the appellant and the TUMA administration

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

i. All appeals shall be concluded before the completion of the following academic semester

After the final disposition of a grade appeal, all documents related to the grade appeal shall be secured in the office of the Deputy Provost for Academic Affairs.

Appeal fees: there is a non-refundable appeal fee to be paid by the student of Tsh. 50,000/-.

## 8. Financial aspects

### Financial aspects

In order to be admitted and enrolled as a PhD candidate, evidence for sufficient funding for tuition fee, living costs and the research project must be submitted.

The fee structure for PhD students is as follows (from the KCMU College Prospectus 2011-2013):

ITEM	TANZANIAN STUDENTS (TShs)	FOREIGN STUDENTS (USD)
Fees payable to the College only once		
Application	30,000.00	30.00
Registration	100,000.00	150.00
Identification card	10,000.00	10.00
Examinations	500,000.00	1,200.00
Graduation/gown hiring	120,000.00	120.00
External examinations	2,500,000.00	2,700.00
TOTAL	3,260,000.00	4,210.00
Fees payable to the College annually		
Tuition and administration	2,500,000.00	2,500.00
Supervision	2,000,000.00	2,000.00
Medical capitation*	150,000.00	300.00
Cautions money	20,000.00	50.00
Student Union	20,000.00	25.00
TOTAL	4,690,000.00	4,875.00
Stipend to be paid to the student annually		
Accommodation	2,500,000.00	2,500.00
Meals	2,000,000.00	2,250.00
Conferences & seminars	2,000,000.00	2,000.00
Residence permit**	-	500.00
Books	700,000.00	600.00
Stationery	750,000.00	600.00
TOTAL	7,950,000.00	8,450.00

\* Only for students without insurance

\*\* Every 2 years for non-EAC students

NB: There will be a yearly calculation to cover the TSh inflation rate which will be reflected in the following academic year. This will be done in the month of August and activated in October of the same year.

## Appendices

### 1. Checklist

NO.	ITEM	TICK OFF
1	REQUIRED: first degree; minimum pass at B level ( $\geq 60\%$ )	
2	REQUIRED: Master degree; minimum pass at B level ( $\geq 60\%$ )	
3	Application to the Provost, KCMU College	
4	Certified transcripts of secondary school, first and second degrees	
5	Completely filled in application form plus enclosures (CV and letters of 3 referees)	
6	Sponsorship guaranteed in writing	
7	Payment of application fee	
8	Preliminary research proposal according to prescribed format (see KCMU College PhD handbook) with maximum of 15 pages and signed endorsement by prospective internal supervisor	
9	CVs of internal and/or external (co-)supervisor(s)	
10	Detailed plan of training courses to be followed during year 1	
11	Preliminary research proposal approved by Academic Board and TUMA Senate	
12	Presentation of preliminary research proposal during the Academic Forum as well as one progress report per year	
13	Appointment by College/TUMA of internal and/or external (co-)supervisor(s)	
14	Full research proposal approved and signed by internal and external supervisors to be submitted through the DPS to the Provost of KCMU College before the end of the 1st year	
15	Ethical clearance(s) obtained	
16	Regular (at least quarterly) recorded and signed meetings with (co)-supervisors	
17	Twice a year formatted progress reports to the College by the candidate, also signed by (co)-supervisor(s)	
18	Required: a minimum of 3 published or accepted (with proof) papers in peer reviewed scientific journals. In at least 2 papers the candidate is 1st author or equal contributor and in the other(s) the candidate can be 2nd or last author	
19	PhD book: according to prescribed format (see KCMU College PhD handbook)	
20	Submission of the final version of the PhD book, signed and approved by the (co)-supervisors: via the supervisor with a covering letter to the Provost through the DPS	
21	Manuscript Committee of at least 3 members (professors or PhD holders), nominated by the College and approved by the TUMA Senate; one of the KCMU College members will be the secretary; at least one comes from outside the College. A member from outside the College will also be the external examiner	
22	Manuscript Committee either accepts or rejects the manuscript and reports their verdict through its secretary within 6 weeks to the office of the DPS	
23	The external examiner reports also within 6 weeks to the office of the DPS according to the prescribed assessment scheme. This report will be handed to the candidate after the Viva Voce	
24	Defence Committee will be appointed by the College after approval by TUMA Senate. The Defence Committee consists of the same members as the Manuscript Committee, possibly with 2 additional academic members, either from KCMU College or collaborating universities (professors or PhD holders)	
25	After acceptance and receipt of the external examiner's report the date and venue for the Viva Voce defence, which will be chaired by the Provost and in his absence by the DPS, can be planned	
26	Also the internal examiners write a report that will be handed to the candidate after the Viva Voce.	

NO.	ITEM	TICK OFF
27	Invitation to - at least - other TUMA Colleges	
28	Invitation to other PhD candidates at the College	
29	See PhD file for assessment form, verdict form and special PhD prayer	
30	Grading scheme: A = 85-100% = excellent, B+ = 75-84% = very good, B = 60-74% = good, C = 50-59% = pass, D = 40-49% = failure, E = 0-39% = complete failure.	
31	After A and B+ <ul style="list-style-type: none"> <li>• typographic errors and/or minimal improvements/corrections revised manuscript to be submitted after two weeks</li> </ul> After B <ul style="list-style-type: none"> <li>• typographic errors and improvements in a few small well defined areas revised manuscript to be submitted after four weeks</li> </ul> After C <ul style="list-style-type: none"> <li>• typographic errors and improvements / corrections in several well defined areas revised manuscript to be submitted after eight weeks</li> </ul> After D <ul style="list-style-type: none"> <li>• the dissertation is not accepted because it needs major revision under guidance of the supervisor, including re-analysis of the data in some parts, rearrangement of the results and discussion and other major improvements revised manuscript to be submitted after four to six months and a second Viva Voce is necessary</li> </ul>	
32	The results of the defence must be send in writing to the Provost, Academic Board, (co-)supervisors and the candidate by the DPS, also explaining the steps to be taken, with a timetable.	
33	If applicable, the revised manuscript, accompanied by a letter from the candidate stating point by point the changes which have been made, shall be send to the internal supervisor for final scrutiny (time frame see above). The revised manuscript will then after approval and signing by the supervisor be send within 4 weeks to the office of the DPS, who in turn will ask for approval during the next scheduled TUMA Senate meeting. After approval by the TU Senate graduation can take place (see final binding).	
34	Copies will be bound by the candidate within two months - or so much earlier as is needed for graduation - in the standard blue College format (see sample at the DPS office), and five of these shall then be distributed to the candidate's department, the candidate's sponsor, the KCMC Library, the office of the DPS and the office of the Vice-Chancellor of TUMA . Final binding by the candidate is a prerequisite for graduation.	

## 2. Biannual PhD progress report

Name of student:

Title of project:

Name of main supervisor:

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

Year of study: 1st/2nd/3rd/4th/....

Date:

Cumulative list of courses followed (from start of the project)

Cumulative list of publications (from start of the project)

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

Which targets were set?	Achieved*?

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

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

What?	Who?	When ready?

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

Challenges encountered since last report and solutions found

Miscellaneous

Signatures

student

supervisor(s)



Kilimanjaro Christian Medical University College  
P.O. Box 2240  
Moshi,  
Tanzania  
Tel: +255-(0)27-2753616  
Fax: +255-(0)27-2751351  
E-mail: [admission@kcmcollege.ac.tz](mailto:admission@kcmcollege.ac.tz)  
General tel: +255-(0)27-2753616  
General fax: +255-(0)27-2751351/2754381  
General e-mail: [psec@kcmcollege.ac.tz](mailto:psec@kcmcollege.ac.tz)  
Website: [www.kcmuco.ac.tz](http://www.kcmuco.ac.tz)