

COLLEGE OF BUSINESS EDUCATION

**GENERAL RULES AND REGULATIONS FOR
POSTGRADUATE STUDIES**

MARCH, 2019

INTRODUCTION

1. Preamble

The College of Business Education was established by an Act of Parliament No. 31 of 1965. The said Act gave the College its legal status as an autonomous institution with its Governing Body. The duties of the Governing Body are to govern and administer the College activities under the Ministry responsible for Industry and Trade.

The College of Business Education is a higher learning institution that provides training, conducts research and provides advisory services in business and other related disciplines. The College offers PhDs, Masters Degrees, Postgraduate diplomas, Bachelor degrees, Ordinary diplomas, and Basic certificates in various business disciplines. As part of its awareness creation campaign and ensuring good service delivery, the College has prepared rules for admission and registration of Postgraduate Studies. The rules are issued to inform and guide students and other stakeholders on all matters relating to admission and registration at the College. The document defines terms frequently used and provides necessary information required by applicants of various courses and students during their stay at the College. It also provides information about courses offered by the College and entry qualifications. Owing to rapid globalization, higher learning institutions are undergoing multidimensional changes that among other things require academic quality control at admission and registration stage. Against this background The College of Business Education has prepared this admission and registration rules document for Postgraduate studies as a tool to simplify the admission process in its campuses while ensuring quality education right at the admission and registration stage. Therefore, applicants are strongly advised to read carefully this admission and registration guideline before they start lodging their application.

2. Application and Commencement

- 1) These rules shall apply in respect of all persons and bodies dealing with matters relating to admission and registration and all incidental matters thereto.

- 2) These rules shall come into force on the date approved by the College Governing Board (GB).

3. Definition of Terms

Admission – means approval to report for registration as a student of the College

Registration - means a process through which a student agrees to be a student member of the College, abide by the College's regulations and to become liable for fee payments

Academic Programme - means a programme of studies, which leads to the National Technical Award; any prescribed postgraduate award or any other programme of studies established by the College Academic Board (CAB), after successful completion of all its requirements.

Semester- means an academic period in which one set of course modules in each Discipline is offered and examined.

Module - means an independent package of learning related to an academic programme studied by a student for fixed number of hours during a semester that can be credited towards the final award at any given level.

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1.0 POSTGRADUATE DIPLOMA PROGRAMMES

1.1 Courses Offered, Entry Qualifications, Duration and Mode of Delivery

The College offers the following Postgraduate Diploma Courses:

- i. Postgraduate Diploma in Marketing Management (PGDMM)
- ii. Postgraduate Diploma in Business Administration (PGDBA)
- iii. Postgraduate Diploma in Human Resources Management (PGDHRM)
- iv. Postgraduate Diploma in International Business Management (PGDIBM)
- v. Postgraduate Diploma in Investment Management (PGDIM);
- vi. Postgraduate Diploma in Accountancy (PGDA);
- vii. Postgraduate Diploma in Financial Management (PGDFM);
- viii. Postgraduate Diploma in Industrial and Legal Metrology (PGDMET);
- ix. Postgraduate Diploma in Procurement and Supplies (PGDPS)
- x. Postgraduate Diploma in Project Management (PGDPM)

1.2 Admission Requirement

Admission is open to all applicants who have successfully completed one of the following:

- i. A Bachelors' Degree or an Advanced Diploma (or its equivalent) from a recognized institution of higher learning.
- ii. Professional qualifications, e.g. CPA, CPSP, etc.
- iii. Equivalent and Professional qualifications must also possess at least secondary school certificates with four passes.

1.3 Duration and Structure

Postgraduate diploma program shall run for a maximum period of twelve months.

1.4 Maximum Period of Registration

The maximum period of registration for a Postgraduate Diploma programme shall be 12 months.

1.5 Mode of Delivery and Assessment

Postgraduate diploma programmes may be offered in full time or evening learning mode.

1.6 Postponement of Studies

Postponement of Studies shall not be entertained. However under special circumstances permission to postpone studies may be considered for students at the coursework phase.

1.7 Freezing Registration

- (i) If, for any sound reason, a candidate fails to continue with studies, may apply to the Director of Postgraduate Studies for the freezing of the registration through his Department.
- (ii) The maximum period for such freezing shall be two years.
- (iii) Freezing of registration is not allowed for students during the coursework phase.

2.0 MASTER'S DEGREE

2.1 The College offers the following Masters Courses:

- i. Master's Degree in Information and Communication Technology for Development (ICT4D)
- ii. Master's Degree in Information Technology Project Management (MITPM)
- ii. Master's Degree in International Business Management (MIBM)
- iii. Master's Degree in Supply Chain Management (MSCM)

- iv. Master's Degree in Human Resources Management (MBA-HRM)
- v. Master's Degree in Business Administration in Banking and Finance (MBA – F&B)
- vi. Master's Degree in Marketing Management (MBA – MKTM)

2.2 Duration

The duration of Master's degree programmes shall be 18 months for full time and evening students as may be otherwise stipulated by the respective Directorate and approved by the College Academic Board.

2.3 Mode of Delivery

Master's programmes may be offered in full time and evening modes.

2.4 Entry Qualifications

A person applying for admission to the Master's degree shall have any of the following qualifications:

- i. A Second class first degree from College of Business Education or any other recognized Institution of higher learning. Applicants, who hold unclassified degrees (e.g. Bachelor of Veterinary Medicine,) should have an overall performance of at least B grade.
- ii. A second class Advanced Diploma or its equivalent
- iii. A Pass Degree with a Postgraduate diploma from recognized institutions of higher learning.
- iv. Professional qualifications from recognized professional boards or institutions.
- v. All applicants must possess at least four passes in Certificate of Secondary School Education.

2.5 Postponement of Studies

Postponement of Studies shall not be encouraged. However under special circumstances permission to postpone studies may be considered for students at the coursework phase.

2.6 Freezing Registration

- (i) If, for any sound reason, a candidate fails to continue with studies, may apply to the Director of Postgraduate Studies for the freezing of the registration through his Department.
- (ii) The maximum period for such freezing shall be two years.
- (iii) Freezing of registration is not allowed for students during the coursework phase.

2.6 Organization of Master's Degrees

Master's degree programmes shall be organised into two categories as follows:

2.6.1 Master's Degree Programmes by Coursework and Dissertation

This entails a minimum of **180 credits** of coursework offered over the **duration of 12** months. This also includes time for development of research proposal. Upon successful completion of coursework and submission of an approved research proposal, candidates shall be allowed to proceed onto the research part of the study whose duration shall be 12 months. Candidates who fail to complete the research part of study within the 12 prescribed months may be allowed an extension of up to 12 months:

- a) Monitoring of progress and performance in coursework and research shall involve timed examinations, assignments and practical reports.

- b) The course work part of the study shall consist of core courses and elective courses which shall add up to a minimum of 16 credits or as prescribed in the approved curricula;
- c) Each candidate shall be assigned a supervisor(s) appointed by the Directorate after successfully completing his/her coursework. The supervisor(s) shall guide the candidate in his/her research process. Supervisor shall ensure that candidate submit to the Director his progress report (once every three months). Whereas a candidate is supervised by a supervisor from outside CBE, he shall in addition be allocated a supervisor from CBE.
- d) Candidates who fail to complete dissertations within the specified period may apply for extension to the Directorate of Postgraduate Studies through the respective Department. The maximum duration of the registration period (including extensions) for full time and evening students shall not exceed three years. The candidate shall be required to pay a monthly extension fee of 40,000 Tanzanian shillings which may be reviewed from time to time;
- e) A candidate who fails to complete Master's programme within the specified period without compelling reasons shall be discontinued from studies.

2.6.2 End of Semester Examinations and Dissertation Evaluation

General Requirements

- a) Students registered for Master's degree programmes shall sit for examinations following assessment procedures as shall be specified in the respective curricula;

- b) Unless stipulated otherwise, the General College Admission, Registration and Examination Regulations shall be used to govern the conduct of examinations;
- c) The pass mark for Master's degree shall be 'B' grade average.
- d) Candidate who fails to get 'B' grade in end of semester examination shall be required to do supplementary examination in the course failed.
- e) Candidates shall be required to pass examinations before proceeding to the research phase;
- f) The highest score to be awarded in supplementary examinations shall be a B (50%);
- g) Dissertations submitted for examination shall be graded;
- h) All course work and dissertation results for Master's programmes shall be approved by the College Academic Board (CAB);
- i) Students who abscond from studies or absent themselves from classes without prior knowledge of the Director of Postgraduate Studies, Research and Consultancy shall be discontinued from studies;
- j) Failure of a candidate to complete the postgraduate programme within the specified period without compelling reasons shall necessitate discontinuation from studies;

- k) Examinations that contribute to Master’s degree coursework shall not be subjected to external marking. However, dissertations shall be externally marked;
- l) The Heads of respective Departments shall be responsible for the external marking arrangements which include submitting names of the proposed external examiners with their Curriculum Vitae (CV) to the Directorate of Postgraduate Studies, Research and Consultancy;
- m) Examination grading system for Master’s degree shall be the same in all Departments. The grading and award system shall be as indicated below:

Grade	Definition	Points	Definition
A	70-100	5	Excellent
B+	60-69	4	Very Good
B	50-59	3	Good
F	0-49	0	Fail

2.7 Dissertation Process

- a) Candidates pursuing a Postgraduate programme by coursework and dissertation and who have qualified to continue with research shall be required to submit a dissertation in partial fulfilment of the postgraduate requirements, after the specified period.
- b) Candidates shall be provided with research guidelines applicable to the preparation and presentation of dissertations upon registration.

2.7.1 Notice of Intention to Submit Dissertation

- a) Candidates who qualify to continue with the research phase shall be required to submit, in partial fulfilment of the postgraduate requirements, a dissertation before the expiry of the registration period.

- b) At least three months before submitting a dissertation a candidate shall, through his supervisor, Department, give notice by filling in a prescribed form (form of intention to submit) and submit the same to the respective department.

2.7.2 Submission of Dissertation

- a) The candidate shall submit four copies of the dissertation that have complied with the prescribed format.

- b) Four copies of the dissertation for initial submission shall be submitted in soft bound form.

- c) Candidate's dissertation shall not be received unless the candidate has fully paid the College fees as required.

2.7.3 Examination of Dissertation

Every dissertation submitted shall be examined by at least two examiners specialized in similar area of study. At least one of the examiners must be from outside the College. The other examiner shall be from among the academic staff of the College.

2.7.4 Handling of Dissertations by Examiners

The internal examiners shall be required to submit their reports about the dissertation within a maximum period of three weeks and external examiners a maximum of one month from the date of receipt.

The examination report shall focus on research report sections which shall be indicated in the prescribed marking guide.

- a) Each examiner shall submit a summary of the report on the dissertation using a prescribed form with a definite recommendation for one of the following actions:
 - (i) The dissertation is subject to typographical corrections and/or minor revisions and be submitted within a period of one month;
 - (ii) The dissertation is subject to making substantial revisions and corrections recommended within a period of two months;
 - (iii) The dissertation is subject to major corrections and upgrading and therefore the candidate be allowed to revise and resubmit the dissertation for re-examination after a further period of study and/or research within a period of three months;
 - (iv) The dissertation be rejected outright. Such a dissertation shall be re-written and re-submitted for re-examination within a period ranging from six (6) to nine (9) months from the date the candidate has been informed.
- b) Where the examiners are not in agreement in the overall recommendations, the CAB shall examine the case and recommend one of the following actions:
 - (i) The recommendation of the external examiner is adopted if satisfactory

- (ii) Another independent examiner be appointed
 - (iii) The relevant Department be requested to constitute a panel from amongst the experts available to examine the candidate orally.
- c) Candidates shall be required to submit four corrected hard bound copies of the dissertation within two months before approval of results by the College Academic Board. Upon submission, an error free report shall be issued to the Chairperson of the College Academic Board
- d) The final decision on the postgraduate award shall be made by the College Academic Board.
- e) A dissertation rejected by examiners after re-submission shall not be accepted for re-examination at the College and the candidate shall be discontinued from studies.
- f) Unless there are compelling reasons, failure of a candidate to re-submit a corrected dissertation accompanied by an error free report within two months after being allowed to incorporate corrections shall amount to discontinuation from studies.
- g) After completion of all the corrections recommended by examiners, the candidate shall submit one electronic copy, four hard bound copies of dissertations and an abridgment to the Directorate of Postgraduate Studies, Research and Publications. Each copy shall be:
- (i) Bound black.
 - (ii) The spine shall be embossed in gold, bearing.
 - The surname and initials of the candidate.
 - The degree for which the dissertation has been submitted; and

- The year of postgraduate award.
- (iii) The writing on the spine shall read from the bottom to the top.
 - (iv) The title of the dissertation shall be printed in gold letters on the front cover of the bound volume.

2.8 Thesis Defence for Master's Degree Programmes

- a) Master's degree programmes involving examinations of thesis alone without any prescribed coursework components, the candidate shall, in addition to writing a thesis, appear for a Defence.
- b) The Defence of thesis shall take place only after the College Academic Board has been satisfied that the thesis submitted by the candidate is considered by the examiners to be satisfactory.
- c) The questions to be asked in the defence of thesis primarily focus on the candidate's thesis research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity on the thesis subject matter.
- d) The members of the Defence panel shall be so selected as to ensure that sufficiently qualified and experienced scholars in the research or related area examine the candidate.
- e) The Defence of Thesis for a Master's degree shall comprise of at least five, but not more than seven examiners, who shall be appointed by the director of postgraduate. The Defence panel shall be as follows:
 - (i) Chairperson nominated by the Director of Postgraduate studies, Research and Publications
 - (ii) External examiner (or his/her representative),

- (iii) Internal examiner who did not supervise the candidate but examined the thesis;
 - (iv) Candidate's supervisor;
 - (v) Head of the relevant Department (or his/her appointee); and
 - (vi) Two other members appointed by the director of postgraduate studies, research and publications.
- f) The Director of Postgraduate studies, Research and Publications, on behalf of the College Academic Board Postgraduate Studies Committee must approve the date of examination at least two weeks before the examination.
- g) The Head of Department must inform the candidate in writing regarding the examination arrangements at least two weeks before the examination, with copies to the Director of Postgraduate Studies, Research and Publications.
- h) The Defence panellists shall be provided with full texts of the examiner's reports and copies of the candidate's dissertation at least one week before the date of the oral examination.
- i) The function of the Defence shall be to ascertain that the dissertation presented meets the following criteria:
- (i) The 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 dissertation are adequately clarified by the candidate; and
 - (iv) A definite recommendation is made to the College Academic Board through Postgraduate Studies Committee as to whether the candidate should be declared as having passed or failed.

- j) The Defence panellists shall, as far as possible, work towards arriving at a unanimous decision on the candidate's performance. Where the 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 Defence.
- k) At the end of the Defence, the panel members shall sign a prescribed examination results giving specific recommendation on the candidate's performance. This shall be submitted, along with a detailed report on how the candidate handled the questions. The report shall be submitted to the chairperson of the College Academic Board for processing, whereupon, each panellist in the Defence panel shall receive an honorarium at the rate approved by the College.
- l) Where there is a disagreement between the recommendation of the thesis examiners and the Defence panel, Postgraduate Studies Committee shall study the case and recommend to the College Academic Board one of the following options:
 - (i) The candidate revises and re-submits the dissertation and subsequently re-appears for a further oral/written, or practice examination, within a specified period, but not exceeding 6 months since the date of the decision by Senate; or
 - (ii) The candidate is deemed to have failed outright.
- m) The duration of the Defence for Master's degree shall not exceed two hours.
 - (i) 30 minutes of presentation.
 - (ii) 1 hour of questions and answers.
 - (iii) 15 minutes of deliberations and decision by the examining panellists.

- n) The Defence panel shall nominate a recorder of the Defence proceedings.
- o) The proceedings of the Defence, vetted by the panel chairperson, must be ready within two weeks after the date of the Defence.
- p) The final decision on the award of the postgraduate degree shall be made by the College Academic Board on the recommendation of by Postgraduate Studies Committee.
- q) Work rejected by examiners after re-submission shall not be accepted for re-examination at the postgraduate studies, research and consultancy.

3.0 DOCTOR OF PHILOSOPHY DEGREE

3.1 There shall be two types of PhD degree programmes:

3.1.1 PhD by research only

3.1.2 PhD by coursework and research

3.1.3 PhD by publications

3.2 Entry Qualifications

An applicant for PhD degree programme shall hold a Master's degree from a recognized institution of higher learning.

3.3 Maximum Period of Registration

- (a) The maximum period of registration for a PhD degree shall be four years for full-time and six years for part-time students.

- (b) A candidate who fails to complete the PhD programme within the maximum period of registration without compelling reasons shall be discontinued for studies.

Doctoral Degree Programmes by Coursework and Research

- i. Candidates registered for the PhD Programme by coursework and research shall be required to do coursework examinations following assessment procedures specified for the degree programme.
- ii. The course work part of the study shall consist of core courses and elective courses which shall add up to a minimum of six semesters and attained a minimum of 540 credits or as prescribed in the approved curricula.
- iii. The pass mark shall be 60% or a 'B' for core and 'C' grade for elective courses. A candidate who fails to meet this requirement will be allowed to supplement in the failed examinations provided the overall GPA is not less than 3.0.
- iv. Candidates shall be required to complete supplementary examinations before proceeding to the research phase.
- v. Departments under the coordination of the Directorate of Postgraduate Studies, Research and Publication shall administer supplementary examinations for PhD programmes within a period of three months after CAB has approved the results
- vi. The grading system and the procedures for computing GPA shall be as for Master's programmes.

- vii. The Department offering the degree programme shall allocate research supervisor(s) to each student on the basis of the nature of the intended research. Students will be required to submit their dissertation for examination within the last three months of their regular programme period.

3.4 Duration and Extension

- (a) The duration of the registration period, including the six months of research proposal processing, shall be four years for full time and five years for part-time candidates.
- (b) If for valid reasons a candidate wishes to temporarily halt studies he shall apply to the directorate of postgraduate studies, research and consultancy for the postponement of studies (during the course work phase) or freezing of the registration (during the dissertation/thesis phase).
- (c) A candidate who for compelling reasons wishes to postpone studies or freeze registration shall apply for permission from the Directorate of Postgraduate Studies. The maximum period for freezing registration shall be two years.
- (d) Postponement of studies and freezing of registration shall be applied through the Head of Department to the Director of Postgraduate Studies, Research and Publication who shall process for approval by the chairperson of the College Academic Board.
- (e) Candidates who, with compelling reasons, fail to complete their dissertation/thesis within the specified period may apply for extension of the registration period using the prescribed form. The candidate shall be required to pay a monthly extension fee as prescribed by the College

- (f) The total extension period shall not exceed two years for full-time and three years for part-time candidates. The candidate shall be required to pay a monthly extension fee of 50,000 Tanzanian shillings which amount may be reviewed by the College from time to time.
- (g) In circumstances where extensions are granted, the maximum duration of registration for a PhD degree shall be six years for full-time and eight years for part-time candidates.

3.5 Submission of a PhD Thesis/Dissertation

- (a) The PhD degree examination requires the submission of a thesis/dissertation by the candidate.
- (b) Unless otherwise provided in these regulations, no candidate shall be permitted to submit a thesis/dissertation for the PhD degree in less than 24 months from the date of registration.
- (c) A doctoral candidate may, however, be allowed to submit his/her thesis earlier if the supervisor and the relevant Faculty/Institute/Senate Postgraduate Studies Committee approve the candidate's research contribution.
- (d) At least three months before the thesis/dissertation is submitted; the candidate shall, through the supervisor, give notice of intention to submit the thesis by filling in the prescribed form.
- (e) Every thesis/dissertation submitted for the PhD degree must be accompanied with a declaration by the candidate, stating that it is the

candidate's own original work and that it has not been submitted elsewhere for a similar academic award. The thesis must be submitted in six loose-bound copies.

- (f) The thesis/dissertation shall contain a statement of copyright by the author.
- (g) Every thesis/dissertation submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format.
- (h) The thesis/dissertation shall contain a declaration by the candidate's supervisor confirming that he/she has read the thesis and found it acceptable for examination.

3.6 Examination of Dissertation/Thesis and Award of a PhD Degree

- (a) The examination process shall comprise of two parts, namely:
 - (i) Examination of thesis/dissertation
 - (ii) Oral Examination (Defence)
- (b) For every PhD candidate, the Postgraduate Studies Committee shall, on the recommendation of the relevant Department/Directorate, appoint at least three qualified examiners, one of whom shall be External to the College and at least one shall be the candidate's supervisor and an independent expert not involved in the candidate's supervision. The examiners shall be required to assess the thesis/dissertation following standards similar to those applicable to PhD degrees in all recognized Universities elsewhere.
- (c) The Examiners shall be required to submit independent reports on the PhD thesis/dissertation after marking.

- (d) The examiners shall be required to submit their detailed reports on the thesis/dissertation within a period of two months from the date of receipt of the thesis/dissertation.

- (e) The PhD thesis/dissertation shall show evidence that the candidate has made an original and significant contribution to knowledge and each examiner shall submit a summary of the report on the thesis/dissertation using a prescribed form with a definite recommendation for one of the following actions:
 - (i) The PhD degree be awarded to the candidate unconditionally;
 - (ii) The degree be awarded subject to typographical corrections and/or minor revisions and be submitted within a period of two months;
 - (iii) The degree be awarded subject to making substantial revisions and corrections recommended within a period of two months;
 - (iv) The degree should not be awarded, but the candidate be allowed to revise and resubmit the PhD thesis/dissertation for re-examination after a further period of study and/or research ranging from 6 to 9 months;
 - (v) The thesis/dissertation be rejected outright. Such a thesis/dissertation shall be re-written and re-submitted for re-examination within 18 months.

- (f) A Candidate who fails to submit their thesis/dissertation within the period of 18 months without compelling reasons shall be discontinued from studies.

- (g) Where the examiners are not in agreement in their overall recommendation after the resubmission, the Postgraduate Studies Committee shall consider the case and recommend one of the following actions:
 - (i) The recommendation of the external examiner(s) be adopted; or

- (ii) An additional independent examiner be appointed; or
 - (iii) The relevant Department/Directorate be requested to establish a panel of experts (internal and/or external to the College), with the CAB's approval, to examine the candidate orally.
- (h) The Directorate of Postgraduate Studies, Research and Publications shall pay an honorarium to examiners upon receipt of detailed reports and summary reports of the thesis/dissertation under examination. The rate of the honoraria shall be approved by the College Academic Board.
- (i) In addition to submitting a thesis/dissertation for examination, the PhD candidate shall appear for a DEFENCE.
- (j) The Defence shall take place only after the Postgraduate Studies Committee has proved that the thesis/dissertation submitted by the candidate is considered by the examiners to have complied with the prescribed guidelines.
- (k) The questions in the Defence shall primarily focus on the candidate's thesis/dissertation research area. Questions in ancillary areas are also encouraged, if they help to establish the candidate's level of academic maturity and confidence.
- (l) The members of Defence panel shall be so selected as to ensure that the candidate is examined by sufficiently qualified and experienced scholars in the research (or related) area.

- (m) The Defence panel shall comprise at least seven examiners appointed by the Postgraduate Studies Committee in consultation with the relevant Department/Directorate. Such a Panel shall be composed of the following:
 - (i) Chairperson (with a casting vote). External examiner who examined the dissertation/thesis.
 - (ii) Internal examiner who supervised the work and examined the dissertation/thesis.
 - (iii) Independent expert who did not supervise the candidate, but examined the dissertation/thesis.
 - (iv) Appointee of the Directorate where the candidate is registered.
 - (v) Appointee of the Head of Department where the candidate is registered.
 - (vi) One qualified co-opted member, invited by the relevant Directorate.

- (n) Supervisor(s) of other PhD candidates may be invited to the Defence as observers.

- (o) The Chairperson of the Defence panel, who need not be a specialist in the candidate's dissertation/thesis area, shall be a senior academician (at least Senior Lecturer), and shall be appointed by the Director of Postgraduate Studies, Research and Publications in consultation with Head of Department and the relevant Directorate.

- (p) The Defence panellists shall be provided with complete examiners' reports, and copies of the candidate's thesis, at least seven days before the date of the Defence.

- (q) Candidates shall not be allowed to get access to examiner's reports before the Defence.

- (r) The function of the Defence Panel shall be to:
- (i) Ascertain that the thesis/dissertation presented (the data, methodology, analysis and findings) is the original work of the candidate;
 - (ii) Ascertain that the broader subject area in which the study is based is fully grasped;
 - (iii) Ascertain if there is any weakness in the thesis/dissertation that can be adequately clarified by the candidate; and
 - (iv) Make a definite recommendation to the Postgraduate Studies Committee whether the candidate has passed or failed.
- (s) The Defence panel shall, as far as possible, work towards arriving at a common decision on the candidate's performance. Where the panellists are unable to reach a unanimous decision as to whether the candidate passes or fails, members shall have to vote in order to arrive at the majority decision. A simple majority vote in favour of pass shall be required for passing a viva voce examination. In case of equality of votes the chairperson shall have a casting vote.
- (t) At the end of the Defence, the panel members shall sign a prescribed Defence results form, giving a specific recommendation to Postgraduate Studies Committee on the candidate's performance. The said specific recommendation shall take either of the following forms:
- (i) Candidate PASSES and no additional corrections in the thesis/dissertation are Required;

OR

(ii) The candidate PASSES subject to making minor corrections and revisions in the thesis/dissertation as stated in the Defence proceedings, within three months.

OR

(iii) Candidate is referred to make substantial corrections and revisions as stated in the Defence proceedings within six months, and at least two Defence panellists must certify that the corrections have been made as directed.

OR

(iv) Candidate fails but should be given another chance to resubmit and defend the thesis/dissertation within nine months after eliminating the weaknesses detailed in the Defence proceedings.

OR

(v) Candidate fails outright.

(u) The Chairperson of the panel shall submit to the Directorate of Postgraduate Studies, Research and Publications a comprehensive report signed by Defence panellists, detailing all the proceedings of the panel. The Directorate shall table the report before the Postgraduate Studies Committee for scrutiny and the latter shall submit its recommendation to the Senate for approval.

(v) Where there is disagreement between the recommendations of the thesis/dissertation examiners and those of the Defence panellists, the Postgraduate Studies Committee shall carefully study the case and recommend to the Committee one of the following actions:

(i) The candidate revises and re-submits the thesis/dissertation within a specified period which shall not exceed 12 months from the date of the decision by Committee, OR

- (ii) The candidate be deemed to have failed outright.
- (w) The duration of the Defence shall normally not exceed two hours to be used as follows:
 - (i) Maximum of 45 minutes of presentation.
 - (ii) Maximum of 1 hour of questions and answers.
 - (iii) Maximum of 15 minutes of deliberations.
- (x) The CAB shall make the final decision of the PhD degree award to the candidate.

3.7 PhD by publications

- (i) The Candidates registered for the PhD by publication will have publications of high scientific level and use of reliable peer-review.
- (ii) By publication refers to papers in refereed scientific journals and series, conference proceeding, enter books or chapters of books.
- (iii) The number of publications should range from minimal of four scientific journal articles and two conference proceedings. All must focus to the dissertation objectives.
- (iv) The publication must be published in a peer-review journal/book/conference proceeding.
- (v) Reference style will follow CBE research policy.
- (vi) Doctoral candidates must publish with their supervisors (co-author).
- (vii) The Supervisory team should include Director of Postgraduate studies for the purpose of checking administrative issues and standards of publications.
- (viii) The process of preparing a manuscript, submitting to a journal, waiting for reviews, attending to request for revisions, editing and final publications

takes time. The candidate is advised to check journal guidelines for their average turnaround times before submitting the paper.

- (ix) The College will allow the submission of papers at various stages of production, such as those still under review provided the candidate has a letter from the Journal.
- (x) The papers must flow as a thesis at the time of submission. That is at the end there must be single submission based on style, format and structure. The candidate is advised to always stick to CBE publication guidelines in selecting the journal to publish with.
- (xi) The Candidate must appear before the oral examination of the whole single thesis to establish that a coherent significant contribution to knowledge or scholarship that is of an acceptable national standing has been made in a particular field.

4.0 POSTDOCTORAL STUDIES

4.1 Definition

Postdoctoral studies are studies which are undertaken by a person who has completed his or her Doctoral studies, normally within the last five years. They are intended to help the person to further deepen expertise in a specialist subject, and make to positive contributions to his or her field of specialization. Postdoctoral studies can be of two types: research only, or a combination of research and teaching. As such, postdoctoral candidates may be funded through an appointment with a salary or an appointment with a stipend or sponsorship award. Depending on the type of appointment, postdoctoral candidates may work independently or under the supervision of a mentor who is a Principal investigator/Research Project leader or Research Chair.

4.2 Objectives of the Programme

- (a) To allow Departments and established research units the opportunity to recruit excellent postdoctoral candidates to enhance their research activities.
- (b) To provide outstanding postdoctoral candidates from within and outside CBE and Tanzania with opportunity to develop and transfer new skills to CBE or to other institutions.
- (c) To develop the careers of postdoctoral candidates as academicians by involving them in teaching and co-supervision of undergraduate and postgraduate students.
- (d) To enable departments/research units to develop new areas of research and enhanced research productivity through increased level of publications and throughput of postgraduate students.

4.3 Duration and Award

- (a) Postdoctoral candidates will be registered for one year renewable once. No candidate shall retain the Postdoctoral position for more than two years. Candidates wishing to continue with research will have to register as Research Associates.
- (b) For the duration of two years, a satisfactory progress report at the end of the first year will justify continuation to the second year.
- (c) Progress for postdoctoral candidates shall be monitored through submission of progress reports on six monthly basis as is the case for Master's and Doctoral students and through seminar presentations. The

postdoctoral candidate will be required to present at least 2 public seminars, one of which should be at the end of the study period.

- (d) At the end of the postdoctoral programme candidates will be required to submit a comprehensive final report, describing the nature of the research work, methods applied, research achievements, constraints, publications made and recommendations for furthering the research work.
- (e) A certificate to attest successful completion of the postdoctoral programme by the candidate shall be awarded. This shall indicate the areas of research specialization, major achievements and the extent of involvement in teaching.

4.4 Plagiarism

CBE plagiarism policy to be adapted before submission of Post Graduate Diploma/ Masters Dissertation or and Defence of Doctoral Dissertation.

Reference

1. College of Business Education (2013): Code of Ethics
2. College of Business Education (2017): Examination Regulation
3. College of Business Education (2017/18): Prospectus