

**THE NELSON MANDELA
AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY
(NM – AIST)**



**ACADEMIC REGULATIONS FOR DEGREE AWARDS
DECEMBER, 2023**



VISION

To become a world-class institution dedicated to the pursuit and promotion of excellence in Science, Engineering, Technology and Innovation (SETI), and their applications for economic growth and sustainable development.

MISSION

To deliver and promote high quality and internationally competitive teaching and learning, research and innovation, and public service in Science, Engineering and Technology leveraging on entrepreneurship for enhanced value addition to people and natural resources, with a view to stimulating, catalyzing and promoting economic growth and sustainable

CORE VALUES

- *Unlocking scholars' transformative potentials*
- *Cherishing rights, differences and dignity of all*
- *Building trust, honesty, integrity and respect*
- *Excellence and productivity*
- *Innovation and accountability*

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ACRONYMS

| | |
|---------|--|
| EE | External Examiner |
| GPA | Grade Point Average |
| IE | Internal Examiner |
| NM-AIST | Nelson Mandela African Institution of Science and Technology |
| PDF | Portable Document Format |
| PhD | Doctor of Philosophy |
| SETI | Science, Engineering, Technology, and Innovation |
| STLC | Senate Teaching and Learning Committee |
| DVC-ARI | Deputy Vice Chancellor-Academics, Research and Innovation |
| DVC-PFA | Deputy Vice Chancellor-Planning, Finance and Administration |
| MoU | Memorandum of Understanding |
| MoU | Memorandum of Understanding |
| TCU | Tanzania Commission for Universities |
| OAS | Online Application System |
| SIMS | Scholars Information Management System |

STATEMENT BY THE VICE-CHANCELLOR

The Regulations for Master's and PhD Programmes at NM-AIST have been developed in order to guide Scholars, teaching staff and supervisors on the roles of various parties in the process of preparation, guiding and monitoring Scholars' academic progression. The regulations are intended to ensure that the Scholars' academic, innovation, and research/project activities are well streamlined so that good quality results are obtained, and high-quality dissertation/projects/theses/project reports are produced commensurate with the NM-AIST's desire of building a world-class research-based university. The development of this document is yet another clear indication of the commitment that NM-AIST puts on research and innovation in line with the Vision and Mission of the institution. Being a research-based Institution, the regulations are an invaluable tool for supervisors, Scholars, researchers, and the University Management in enhancing the execution of academic and research activities, emphasizing on quality of the process and outcomes.

In developing these regulations, various documents related to regulations for the administration of Scholars' academic progression in various universities within and outside the country were consulted. Therefore, it is my hope that supervisors, Scholars, and users of the regulation will find this document useful for and in guiding, regulating, and monitoring the process from enrolment, registration, coursework, research proposal development through to submission of dissertation/projects/thesis/project report for examination. The NM-AIST expects that strict adherence to the regulation and other related administrative instruments, such as the regulations stipulated in the Prospectus, and the Guidelines for Conducting Scholars' Research, will result in the quality of research/project outputs to meet the desire of the institution to develop into a world-class research-based university.

These regulations will be reviewed from time to time as the need arises and to enable the Institution to keep pace with the fast-changing academic, scientific, and technological developments globally.

On behalf of the Management of the NM-AIST, I wish to thank all those who participated in one way or the other in the preparation of this document. The commitment and efforts of the task force that spearheaded the review of the 2015 Regulations and preparation of these regulations as well as the staff in the Office Deputy Vice-Chancellor for Academic, Research, and Innovation, are highly acknowledged for making these regulations a reality.

Prof. Maulilio Kipanyula
Vice-Chancellor

November, 2023

1.0 REGULATIONS FOR POSTGRADUATE DEGREE PROGRAMMES

1.1 Master's Degree Programmes

1.1.1 Structure of Programmes

There are two modes of Master's Programmes:

1.1.2 Masters by Coursework and Dissertation

Scholars pursuing studies by coursework and dissertation/project must successfully complete a number of credits as prescribed in the respective programme curriculum, including development of research proposal before proceeding to the research stage. Preparation of the research proposal is part of the coursework for Scholars taking Masters by coursework and dissertation/project. However, Scholars who could not attain required credits during the coursework phase due to the nature of the research may seek Senate's permission to proceed with research/project but shall not be allowed to graduate without fulfilling the number of required credits.

1.1.3 Masters by Research and Thesis

Master's scholars pursuing studies by research and thesis shall take common core courses offered to all NM-AIST scholars and/or additional professional courses as may be recommended by the respective School to improve their knowledge and skills and enhance research performance. The courses may be taken flexibly the duration of the programme but must be successfully completed before graduation.

Also, a Scholar must take into consideration that the final grade of the thesis shall be included in the computation of GPA. Scholars are required to successfully defend a comprehensive research proposal before embarking on the research stage. The research proposal shall be assessed as part of a graduate seminar. The credit system shall be used to gauge the workload involved in the programme, thus:

- (i) One credit shall imply 10 hours of lectures, practicals, research, independent studies, seminars, tutorials, assignments, or others.
- (ii) A minimum of 180 credits or above as may be prescribed in the respective curriculum is required for the award of a Master's degree.
- (iii) A minimum of 180 credits will comprise an appropriate combination of lectures, practicals, research, independent studies, seminars, tutorials or assignments for the institutional common core, programme specialty core courses, and elective courses (depending on the interest of the Scholar and supervisors' recommendation), and thesis.
- (iv) The school offering a Master's degree programme shall specify core courses and electives in the various fields of specialization.
- (v) A Scholar may be required to take certain courses that are pre-requisites to their research topics from any accredited University or institution as may be guided by the School. Such externally obtained credits should be transferred to the Institution and weighted

for the final degree evaluation.

- (vi) The Master's degree programmes for all the Scholars shall be as specified in the respective curriculum. A Scholar shall be allowed to graduate upon meeting all the degree requirements. Scholars will be allowed to extend studies to a maximum of three years, provided there are compelling reasons for the extension and proof of paying the corresponding costs.

1.2 Registration and Enrollment

Having satisfied the admission and other requirements for joining NM-AIST to pursue Master's studies, Scholars will be registered for both coursework and dissertation/project or research and thesis programmes:

- (i) A scholar shall not be allowed to register or renew registration at the University without prior payment of respective costs/fees
- (ii) A scholar shall renew their registration status within the first two weeks of the beginning of every semester.
- (iii) A scholar who will register within third to eight weeks will be require to pay late registration fee.
- (iv) Failure to renew a registration within the first Eight weeks shall lead to discontinuation from studies with suggestions from the Senate.
- (v) Scholar's enrollment for course(s) will take place during the first two weeks of the respective semester.
- (vi) A scholar shall be allowed to enroll /change courses within the first two weeks of commencement of the semester after the recommendation of the respective School.
- (vii) A scholar shall be allowed to register/change specialization/programme/mode of study within the first two weeks of commencement the first semester of the first year of study by filling the change of programme/Specialty/Mode of Study Requisition Form (**Appendix I**) after the recommendation of the respective School.
- (viii) A scholar under coursework and dissertation, coursework and project, and those under research and thesis will be registered twice per academic year.
- (ix) A scholar who fails to complete his/her dissertation/project/thesis within the specified time may apply for an extension of studies (using Extension Form -Appendix II) to the Chairperson of Senate through the relevant School.
- (x) The maximum duration of the registration period for a full-time Master's programme (including extensions) shall not exceed 36 months, beyond this shall lead to discontinuation unless proved evidence is provided for extension.
- (xi) A scholar will be granted the first extension free from the tuition fee for six (6) months upon payment of administrative fee, whereas subsequent extensions will be charged both administrative and lump sum service fee as may be determined by relevant authorities from time to time. The maximum duration of the registration period for a part-time Masters' programme (including extensions) shall not exceed 48months.

- (xii) The coursework phase for a part-time Masters' Scholar shall not exceed 24 months and remained 12 months will be devoted to research work. The extension fees for a part-time Scholar shall be both administrative and lump sum service fee as may be determined by relevant authorities from time to time.
- (xiii) After submitting the loose bound dissertation/thesis/project for examination, the Scholar shall not be liable for another extension.
- (xiv) Failure of a scholar to complete the Master's programme within 36 months for full-time and 48 months for part-time of the study without any compelling reason shall result in discontinuation from studies.
- (xv) A scholar who will fail to request for extension of the study registration period while have not submitted a dissertation/thesis/project report for an examination without justified reason will be considered automatically de-registered from studies.

1.3 Monitoring of Progress of Scholars

1.3.1 Masters by Coursework and Dissertation/Project

- (i) Scholars shall undertake coursework assessment pursuant to assessment procedures according to respective programme curriculum.
- (ii) Scholars must successfully complete a number of credits as prescribed in the respective programme curriculum, including preparing a research proposal before proceeding to the research stage.
- (iii) A Scholar shall consult the research group to identify the thematic area which will be a basis for formulating a research topic. The research group chair shall propose possible supervisors to guide the Scholars before submitting the same to the school board for consideration.
- (iv) A Scholar shall be assigned at least two supervisors within the first semester of study (at least one from NM-AIST) and approved by the Senate upon recommendation of the respective Research group chair through the School and STLC.
- (v) The Supervisors shall be responsible to guide the Scholar in formulating the research proposal and undertaking research.
- (vi) The Scholar shall submit a research progress report physically or electronically to the Senate through the respective School board and STLC using the research progress form (**Appendix III**) once every three months for consideration.
- (vii) The Supervisors and the Scholar shall be required to fill the Memorandum of Understanding (MoU) (**Appendix IV**) within four weeks of the appointment of Supervisors and submit it to the Senate through the respective School board and STLC.
- (viii) Preparation of the research proposal shall be part of the coursework. However, Scholars who fail to attain required such credits during the coursework phase may seek Senate's permission to proceed with research/project but shall not be allowed to graduate without completing the number of required credits.
- (ix) Failure to submit a research proposal within the prescribed period without compelling

reasons shall lead to discontinuation from studies.

1.3.2 Regulations for Graduate Seminars for Coursework and Dissertation/Project Scholars

- (i) In order to impart competence in scientific methods and presentation of scholarly work, Scholars must undertake learning process and specific assignments designed to develop critical thinking and higher order cognitive abilities within the framework of formative assessment and evaluation. These shall include written assignments, case studies, oral presentations, dialogue and participation, oral argumentation and cooperative/group work, questions and enquiries, problem solving (problem and project-based learning), seminars, workshops or journal club etc over the study period of 24 months. Any of these presentations shall be assessed, credited and weighted for the final degree evaluation.
- (ii) Each Scholar must register and undertake a minimum of four graduate seminars over the study period (or as maybe indicated in the course mapping of the respective programme curriculum), which shall be assessed and credited.
 - (a) The Graduate Seminar shall be done in 4 semesters as indicated in course mapping of the respective curriculum.
 - (b) The Scholars shall be required to present their concept notes (as part of the graduate seminar) within the first semester of registration. The concept note intends to guide the Scholar on the subject matter intended for research proposal development.
 - (c) The second Graduate seminar shall be presented within 10-12 months, intended for defense of the research proposal.
 - (d) The remaining graduate seminars shall be presented quarterly over the remaining study period to ascertain Scholar's progress in research work and mastery of the discipline of study. The results of these seminars will be part of the progress report of the Scholar that will be presented to the Senate through the School Board and STLC.
 - (e) A Scholar shall be required to meet publication requirements as per section 1.6.1 of the NM-AIST Academic regulations of academic awards
 - (f) The final graduate seminar shall be a pre-defense presented just before the submission of dissertation and also to inform the faculty in the school whether the dissertation is ready for examination or further improvement has to be made before the same is submitted for examination.
 - (g) Time for Graduate Seminar presentations (for all presentations serve as research progress) shall not exceed 60 minutes (including 20 minutes of presentation and 40 minutes of question-and-answer session). However, Scholars with special needs shall be considered accordingly.
 - (h) The School Seminar coordinator shall arrange quarterly seminar presentations in weekly basis. The school graduate Seminar coordinator, in consultation with the chair of the Research group through the Dean of the School, shall appoint a panel of at least TREE assessors of the seminar (which shall attend the graduate

seminars physically or virtually).

- (i) Assessment of Graduate Seminar presentation shall have the same components and weights as detailed in Appendix V, while any other presentation outside the institution shall be credited according to the respective institutional criteria.
- (j) At the end of each seminar, the assessors shall submit an assessment report to the Seminar coordinator for transmission to the Dean of the School and subsequent approval by the Senate.
- (k) The scores for each graduate seminar shall be graded and used to compute cumulative GPA at the end of the study programme. A Scholar who fails a Graduate Seminar course must repeat the same within the registration period and shall not graduate without passing the failed course.

1.3.3 Master's by Research and Thesis

Monitoring the progress and performance shall involve the presentation of concept notes, research progress reports, workshops or journal club etc. which shall be assessed and credited before submitting the thesis for examination.

- (i) A Scholar shall enroll for research proposal development and common core courses two (2) weeks after commencement of classes.
- (ii) A Scholar shall consult the research group to identify the thematic area which will be a basis for formulating a research topic. The research group chair shall propose possible supervisors to guide the Scholars before the same is submitted to the School Board for consideration.
- (iii) A Scholar shall be assigned two supervisors (at least one from NM-AIST) upon recommendation by the relevant School and should be approved by the Senate within one month after registration.
- (iv) The supervisors shall guide the Scholar in formulating the research proposal and undertaking research. The Scholar shall submit a research progress report to the school, which shall be discussed and endorsed by the School Board before transmission to the Senate through STLC using the form in **Appendix III** quarterly as prescribed in the Almanac.
- (x) The supervisors and a Scholar shall be required to fill the Memorandum of Understanding (MoU) in **Appendix IV** within four weeks of the appointment of Supervisors and submit it to the Senate through the respective School board and STLC.
- (v) Scholars pursuing this programme must successfully defend their research proposal before being allowed to proceed with the research work, of which a concept shall be approved within three months, failure of which may result in discontinuation from studies.
- (vi) Scholars shall embark on research after approval of research proposals within six

months of initial registration, failure to which may result in discontinuation from studies.

- (vii) The duration of this programme shall be 24 months with a possibility of extension not exceeding 12 months. The first six months shall be used for the preparation, presentation, and approval of the research proposal. The remaining 18 months shall be for research, seminar presentations, thesis writing, and examination.
- (viii) Progress in the first 6 months shall be monitored through the presentation of a concept note and proposal as the school may determine. However, progress shall be reported to the Senate via School board on a quarterly basis. the School Board reports to the Senate shall include recommendations regarding the Scholar suitability to pursue a Master's degree by research and thesis.
- (ix)
- (x) A Scholar shall take Institutional common cores (BuSH courses) to earn the minimum number of credits as prescribed in the respective programme curriculum.

1.3.4 Regulations for Graduate Seminars for Masters by Research and Thesis

In order to impart competence in scientific methods and presentation of scholarly work, Scholars must undertake a Graduate Seminar course which will require them to present their concept notes, research progress reports, workshops or journal club etc over the study period of 24 months. Any of these presentations shall be assessed, credited and weighted for the final degree evaluation.

- (i) The Graduate Seminar shall be done in all 4 semesters as indicated in course mapping programme curriculum:
 - (a) In the first Graduate seminar Scholar shall be required to present their concept notes within three months after registration. The concept note intends to guide the Scholar on the subject matter of the intended discipline of specialization and for research proposal development.
 - (b) The second Graduate seminar shall be presented within 6 months, intended for defense of the research proposal.
 - (c) The remaining graduate seminars will be presented quarterly over the remaining period of study to ascertain the Scholar's progress in research work and mastery of the discipline of study.
 - (d) A Scholars shall be required to meet publication requirement as per section 1.6.2 of the NM-AIST Academic regulations of academic awards.
 - (e) The last graduate seminar shall be a pre-defense presentation that shall have at least TWO assessors including the Chairperson. The assessors shall decide if the thesis prepared by the Scholar is ready for examination or further improvement has to be made before the same is submitted for examination.
 - (f) Time for Graduate Seminar presentation shall not exceed 30 minutes (including 15 minutes of presentation and 15 minutes of question-and-answer session). However, Scholars with special needs shall be considered according

to their needs.

- (ii) The School Graduate Seminar coordinator in consultation with the Chairperson of the Research group through the Dean of the School, shall appoint a panel of at least two assessors for the seminar (which shall attend graduate seminars physically or virtually), two of whom shall be discussants.
 - (a) At the end of each seminar, the assessors shall submit an assessment report (**Appendix V**) to the Seminar coordinator for transmission to the Dean of the School and subsequent approval by the School Board.
 - (b) The scores for each graduate seminar shall be graded and used to compute cumulative GPA at the end of the study programme.
 - (c) A Scholar who fails a Graduate Seminar course must repeat the same within the registration period and shall not graduate without passing the failed course.

1.4 Assessment and evaluation of Scholars to graduate under patent and/or prototype

- (i) A Scholar who indicates to have an innovative Product/Service/Solution that requires patent or copyright registration in collaboration with his/her supervisors shall table a case to the school by writing.
- (ii) The school shall inform the Research and Innovation directorate through intellectual property management office - IPMO) for patenting/copyrighting procedures
- (iii) In collaboration with the Dean of School, the Director of Research and innovation shall recommend the names of a panel of experts including the Intellectual Property Management experts to form a special committee to analyze the case for possible patenting/copyright filling.
- (iv) The panel of experts in (iii) above shall sign confidentiality forms prior to the examination sessions for (non-disclosure) not to disclose the case.
- (v) The patenting office shall be required to recommend if the case requires local (BRELA), regional (ARIPO), or international (WIPO) filing/registration.
- (vi) After filing the case, the Scholar shall continue with research work and be allowed to patent/publish.
- (vii) The filing/registration for patent/copyright shall follow the NM-AIST Intellectual Property Policy Section 4.2 and NM-AIST IP Guidelines Section 4b and 4d.
- (viii) The Scholar will graduate either by patent or by publication.
- (ix) One patent product potential for commercialization will be equal to Three publications (articles in credible journals)
- (x) MSc Scholars who manage to produce a patent from their research work shall be allowed to graduate without a need for publications

1.5 Regulations for Research Proposal

- (i) Before commencing research, a Scholar shall submit a comprehensive research proposal for approval by the Senate upon recommendation of the School Board and the STLC.
- (ii) Prior to the date of proposal defense, a panel appointed for proposal defense will be given access to scholar's written proposal at least for five working days to examine and grade it using the **Appendix form V**.
- (iii) The Scholar shall present the proposal in a graduate seminar before the proposal is approved, which shall be assessed and graded using **Appendix form VII**. The seminar shall be open to staff and Scholars within and outside the School.
- (iv) The final verdict of the proposal can either be accepted as it is, accepted with minor corrections, accepted with major corrections, or rejected.
- (v) Upon approval of the proposal, based on the report of the assessment panel, the School may recommend revision or even reject the proposal on the following grounds:
 - (a) The proposal is unsuitable in its content.
 - (b) The conditions under which the Scholar proposes to work are professionally and ethically not possible.
 - (c) The proposed research is a repetition of another work that is already known or published and does not add any scholarly value to the discipline or field of specialization.
 - (d) The proposed research objectives cannot be achieved within the prescribed period to complete the respective Master's programme.
 - (e) The proposed research budget is unrealistic and does not commensurate with the expected research outputs.
 - (f) The plagiarism level exceeds 20%.
- (vi) The Seminar coordinator shall submit the results of the seminar presentation to the Dean of School for consideration and endorsement by School board and STLC and onward transmission to the Senate for approval within two weeks from the date of the first presentation.
- (vii) The Scholar with minor corrections from the proposal shall be required to correct the same as per recommendations by the panel within a maximum of two (2) weeks from the first presentation and re-submission for approval by the school.
- (viii) The Scholar with major corrections from the proposal shall be required to correct the same as per recommendations by the panel within six (6) weeks from the first presentation and re-defend as may be arranged by the school.
- (ix) The Scholar whose proposal is rejected by the panel shall be required to redo the proposal work and submit it for defense within eight (8) weeks from the date of the first presentation.

- (x) The proposal's final copies (hard and soft) shall be submitted to the respective School after successful defense within two weeks from the first presentation.
- (xi) Scholars scoring an average of less than a B grade shall be regarded to have failed the research proposal and shall be required to improve the proposal and present the same for a maximum of two additional times.
- (xii) Scholars failing to attain a score of B after three presentations shall be discontinued from studies.
- (xiii) Scholars that fail to submit an approved research proposal within the specified period with justifiable reasons may apply for an extension of registration to Senate through their relevant School boards and the STLC. The maximum duration for proposal submission will be 12 months for full-time, and 24 months for part-time, beyond this period, the Scholar shall be discontinued from studies.
- (xiv) Failure to submit a research proposal within the prescribed period without compelling reasons shall lead to discontinuation from studies.
- (xv) Scholars shall follow approved NM-AIST Guidelines for Conducting Scholars' Research.

1.6 Requirements for Award of a Masters' Degree

1.6.1 Master's Degree by Coursework and Dissertation

- (i) Scholars pursuing a Master's by Coursework and Dissertation shall be required to submit a dissertation in the form of a monograph before the expiry of the study/registration period, in partial fulfillment of the requirements for the award of the Master's degree.
- (ii) In addition to the dissertation/project, such a scholar shall be required to produce evidence of at least one research-based paper accepted for publication or published in a peer-reviewed journal listed in the indexing bodies/databases like Web of Science, Scopus, EiCompendex, and international journals approved by Senate through the respective School. The scholar must appear as the first author in the paper.
- (iii) For a candidate to qualify for an award of Master degree by Coursework and Dissertation he/she shall produce evidence of a patent or published paper(s) or letter(s) of acceptance of the paper(s) from the editor(s) of the respective journal(s).
- (iv) Scholars pursuing a Master's degree by a project shall be required to submit a comprehensive project report approved by the Senate. For a candidate to qualify for an award of Master degree by Coursework and Project he/she shall produce at least one manuscript based on his/her project results and submitted for publication in a peer-reviewed journal, the journal being acceptable or recognizable by the respective University.
- (v) A dissertation/project/thesis submitted for the award of a Master's degree of the NM-AIST must be satisfactory as regards to the format and literary presentation as described in the Guidelines for Conduct of Scholars' Research.

- (vi) If part of the Scholar's research work was undertaken in collaboration with other researchers and/or Scholars, the type of collaboration involved shall be clearly explained by specifying the parts of the thesis that contain results from collaborator(s) and what the role of the Scholar in the collaboration was.
- (vii) A letter from the Scholar's main supervisor shall accompany the submitted dissertation. The letter should indicate the particular contribution of the Scholar to each paper in the case of multi-authored papers. It shall also indicate that the submitted articles were not and will not be used as parts of other theses in the published paper's format in other institutions.

1.6.2 Master's Degree by Research and Thesis

A Master's degree by Research and Thesis is designed to impart competence and enable the Scholar to develop and acquire a high level of competence and expertise in the analysis and application of scientific methods to undertake high high-quality research in his/her field of interest and to chart out his/her career path.

- (i) Scholars pursuing this programme shall be required to submit a thesis in the form of a monograph before the expiry of the study/registration period in order to qualify for the award of the Master's degree.
- (ii) For a candidate to qualify for an award of Master degree by Research and Thesis, a shall be required to produce evidence of a patent or at least one review paper/ and research paper emanating from the research work published/ submitted to retrievable proceedings or accepted for publication or published in a peer-reviewed journal listed in the indexing bodies/databases like Web of Science, Scopus, EiComplex, and International journals approved by Senate through the respective School.
- (iii) The Scholar must appear as the first author in the paper. Evidence in the form of a published paper(s) or letter(s) of acceptance of the paper(s) from the editor (s) of the respective journal(s) shall be attached to the dissertation/project report.
- (iv) A thesis submitted for the award of a Master's degree of the NM-AIST must be satisfactory as regards to the format and literary presentation as described in the Guidelines for Conduct of Scholars' Research.
- (v) If part of the Scholar's research work was undertaken in collaboration with other researchers and/or Scholars, the type of collaboration involved shall be clearly explained by specifying the parts of the thesis that contain results from collaborator(s) and what the role of the Scholar in the collaboration was.
- (vi) A letter from the Scholar's main supervisor shall accompany the submitted thesis. The letter should indicate the particular contribution of the Scholar to each paper in the case of multi-authored papers. It shall also indicate that the submitted articles were not and will not be used as parts of other theses in the published papers format in other institutions.

1.6.3 Conditions for Submission of Dissertation/Thesis/Project Report

- (i) Scholars that qualify to continue with the research phase of their Master's studies

shall be required to submit a dissertation/thesis/project in the form of a monograph embodying the results of the research in fulfillment of the Master's degree before the expiry of the registration period as a requirement for the award of the degree.

- (ii) No Scholar will be permitted to submit a dissertation/thesis/project for a Master's degree award at NM-AIST in less than 18 months from the date of first registration.
- (iii) No Scholar will be permitted to submit a dissertation/ thesis/project for a Master's degree award at NM-AIST without evidence of payment of all University fees from the Bursar's office and certification that there are no outstanding dues.
- (iv) The dissertation/thesis/project must meet all the requirements as stipulated in the Guidelines for Conducting Scholar's research.
- (v) A declaration by the Scholar to the Senate, stating that the dissertation/ thesis/project submitted is the Scholar's own original work as stipulated in Guidelines for Conducting Scholar's research.
- (vi) The dissertation/thesis/project shall contain a statement of copyright by the Scholar as stipulated Guidelines for Conducting Scholar's research.
- (vii) The dissertation/thesis/project must be submitted in four loose bound copies, plus a PDF, latex, brail format (for Scholar with vision disability) copy for examination.
- (viii) Senate shall make the final decision on the award of the Master's degree upon the recommendation of the STLC. Physical copies of the dissertation/projects/thesis shall be presented to the Chairperson of STLC for verification before a final decision on the degree award is made.
- (ix) The Senate may give directives for further improvement of the dissertation/ thesis/project submitted to it by the STLC and the same shall have to be addressed before the dissertation/ thesis/project is approved for the award of the degree.
- (x) The Scholar shall be required to submit a corrected electronic version of the dissertation/project/thesis in a portable document format (PDF), latex, brail format (for Scholar with vision disability), a summary of plagiarism report signed by the supervisor, plus at least four hardbound copies of the same to the respective School not later than one month before the last Senate meeting preceding the graduation ceremony.
- (xi) Upon submission, an Error Free Letter will be signed by the supervisor, Research group Leader, the Dean of School and forwarded to the Chairperson of STLC. Failure to submit the corrected copies of the dissertation/thesis/project within two months after oral defense without compelling reasons will result in discontinuation from studies. The final four copies of the well-bound dissertation/ thesis/project shall be distributed as follows:
 - (a) University Library
 - (b) School
 - (c) Supervisor(s)
 - (d) Scholar

- (xii) The deadline for submitting error-free hardbound dissertation/projects/thesis for graduation shall be no later than one (1) month before the last Senate meeting preceding graduation. Scholars failing to meet this deadline shall be considered not ready for graduation
- (xiii) Scholars recommended for the award of degrees by the Senate shall be presented for graduation at the next graduation ceremony. However, Scholars that may not present themselves physically for graduation shall be conferred their degrees in absentia.

1.7 Master's Dissertation/Thesis/Project Examination

The examination of the dissertation/ /project/thesis work, which includes an oral presentation, shall be as follows:

- (i) At least THREE months before submitting a dissertation/thesis/project, the Scholar shall, through her/his Supervisors, Chair of Research group and Dean of School give notice in writing to the Deputy Vice-Chancellor for Academic, Research and Innovation (DVC-ARI) indicating his/her intention to submit the dissertation/thesis/project by filing in the "Intention to Submit form **in Appendix IX**.
- (ii) No examination arrangements will be made unless a Scholar has given three months' notice of intention to submit dissertation/ thesis/project.
- (iii) Scholars shall not submit their dissertation/projects or theses before their main supervisors have certified in writing that the dissertation/thesis/project is ready for examination.
- (iv) The Chair of the Research group/Research group Leader in consultation with the Dean of School shall propose examiners for the dissertation/thesis/project and submit CV for official appointment.
- (v) Each dissertation/thesis/project report submitted shall be examined by at least two academicians or specialists in the subject or field of specialization approved by the Senate upon the recommendations from the relevant School board and STLCC.
- (vi) At least one of the Examiners must be external to the University. The Internal Examiner shall be appointed from amongst members of NM-AIST staff that did not supervise the Scholar and has no conflict of interest to the Scholar whose dissertation/project/thesis report is being examined.
- (vii) All dissertations/theses/projects report submitted for examination must be tested for plagiarism before transmitted to the examiners. The maximum acceptable level of plagiarism at NM-AIST is 20%. The verification of the level of plagiarism shall be made by the Supervisor(s) and confirmed by the school hosting the Scholar. Plagiarism report shall be attached to the dissertation/ thesis/ project report submitted for examination.
- (viii) The External Examiner shall be required to acknowledge receipt of the dissertation/project/thesis and to submit his/her examination report within a maximum period of one months from the date of its receipt. If the report is not received within six weeks, a written reminder with a maximum of two weeks shall be served to the

Examiner. In the absence of response after such reminder, a new External Examiner shall be appointed. Mailing time and other constraints have to be considered when engaging the Examiners and the expected date of submitting the examination report.

- (ix) The Internal Examiner shall be required to submit his/her examination report about the dissertation/thesis/project within a maximum period of one month from the date of its receipt. If the report is not received within a scheduled period, a written reminder with a maximum of two weeks shall be served to the Examiner. In the absence of response after such a reminder, the case shall be reported to the DVC-ARI, and the Internal Examiner shall be required to explain the reasons for the delayed examination. The DVC-ARI shall examine the case and take appropriate steps to address the situation after consultation with the Dean of the School or the Vice-Chancellor as the case may be.
- (x) Each Examiner shall summarize his/her assessment of the dissertation/project/thesis report with a definite overall grade ranging from A to D using the assessment form (**Appendix XI**). The report about the dissertation/ thesis/project with a definite overall recommendation for one of the following actions:
 - (a) The degree be awarded subject to typographical corrections and/or minor revisions of dissertation/thesis/project.
 - (b) The degree not to be awarded, but the Scholar be allowed to revise and resubmit his/her dissertation/thesis/project for re-examination within 3 months.
 - (c) The degree not be awarded, but the Scholar be allowed to undertake further research, re-write and resubmit his/her dissertation/project/thesis for re-examination after a further period of 3-6 months.
 - (d) The dissertation/project/thesis be rejected outright.
- (xi) The average pass grade from examiners of the dissertation/ thesis/project/must be at least B, including oral presentation results.
- (xii) An average of the grades provided by the internal and external examiners shall be computed to obtain the final grade.
- (xiii) If Examiners are not in mutual agreement in their overall recommendations, the STLC shall examine the case and recommend one of the following actions:
 - (a) The recommendation of the External Examiner be adopted if the Committee is satisfied that the Examiner's recommendation reflects a fair assessment of the dissertation/project/thesis.
 - (b) An additional independent External Examiner be appointed.
 - (c) The relevant School be directed to form a panel of experts available within or outside NM-AIST to examine the case and prepare a report with a definite overall recommendation on appropriate action to be taken about the dissertation/project/thesis to the Senate through the STL.
- (xiv) If the External Examiner is unable to submit an examination report within two months for dissertations/projects/theses which were resubmitted for re-examination and a

reminder, the DVC-ARI shall consider the situation and recommend one of the following:

- (a) The relevant School be directed to form a panel of experts available within or outside NM-AIST to examine the case and satisfy itself that the comments submitted by the External Examiner in his /her first report have been addressed and that the Scholar has met the requirements for the award of the degree.
- (b) Another expert in the field outside NM-AIST be appointed to examine the re-written dissertation/project/thesis.
- (xv) Work rejected by examiners after re-submission shall not be accepted for re-examination and the Scholar shall be deemed to have failed and discontinued from studies.
- (xvi) The Dean of School shall inform the Scholar in writing regarding the examination arrangements for defense of dissertation/thesis/project at least two weeks before the examination.
- (xvii) Scholars shall be orally examined to ascertain that:
 - (a) The dissertation/thesis/project presented is the original work of the Scholar.
 - (b) The broader subject area in which the study is based is fully grasped by the Scholar.
 - (c) The weaknesses in the dissertation/thesis/project (if any) can be adequately clarified by the Scholar
- (xviii) Oral presentation of the Master's Scholar's dissertation/project/thesis shall contribute 15% of the final grade of the dissertation/project.
- (xix) Observers are allowed to attend the oral presentation but should not ask questions.
- (xx) A dissertation/project/thesis shall be re-written and re-examined only once.
- (xxi) A dissertation/thesis/project recommended for re-writing must be re-submitted within the prescribed period.
- (xxii) Failure of a Scholar to re-submit a corrected dissertation/project/thesis accompanied by an error-free certificate within two months after being allowed to incorporate corrections shall result to discontinuation from studies unless there are compelling reasons brought to the attention of the Chairperson of the Senate before expiry of this period.

1.8 Submission of Masters dissertation/thesis/project for an Error Free Clearance

- (i) Before properly binding the Scholar shall submit a loose bound dissertation/project/thesis through the School to the Secretary of the STLC for checking and certifying compliance to the standards stipulated in the research guidelines for preparation of dissertation/projects/theses.
- (ii) The Secretary of STLC will need at least five (5) working days to provide feedback on the submissions and shall recommend to the STLC if an error-free status of the

dissertation/project/thesis has been achieved. If an error free status is not achieved, the loose bound dissertation/project shall be returned back to the Scholar through the respective School.

- (iii) An error-free certification will be issued by the Chairman of STLC upon submission of the final version of the dissertation/project/thesis (both in hard and soft copies) through the Supervisor and Dean of School.
- (iv) If any deficiency in the quality of the dissertation/project/thesis is observed by the Chairperson of STLC, the dissertation/project/thesis shall be returned to the Scholar through the respective School for addressing the deficiencies.
- (v) The final decision on the award of the Master's degree shall be made by the Senate upon recommendation of the STLC and submission of soft and hard copies of the dissertation/project/thesis for verification by Senate.
- (vi) The Senate may make any recommendation for improvement of the dissertation/project/thesis submitted to it by the STLC and the same shall have to be addressed before the dissertation/project/thesis is approved for the award of the degree.
- (vii) The deadline for submission of error-free dissertations/projects/theses for graduation shall be at least one (1) month before the Senate meeting that precedes the graduation ceremony. Scholars failing to meet this deadline shall be considered not ready for graduation.
- (viii) Scholars that are recommended for the award of Master's degrees by Senate shall be presented for graduation at next graduation ceremony.
- (ix) The Senate is the highest decision-making body on all academic matters at the institution. A Scholar may appeal to the Senate against decisions regarding the award of a Master's degree if there are sufficient grounds for the same, in which case, the Senate may cause a re-examination of the case and/or review its decision. After the review, any decision made by the Senate regarding the award of degree to a Scholar shall be final.

1.9 Award of Master's Degree

- (i) The Senate on the recommendation of the STLC shall make the final decision on the award of the Master's degree. Senate shall have power to revoke degree award if found that erroneous conferred to unqualified Scholar.
- (ii) Scholars may appeal to Senate against any decision regarding award of a Master's degree.

2.0 PhD DEGREE PROGRAMMES

2.1 Structure of Programmes

There are two modes of PhD Programmes, Coursework and dissertation mode and Research and Thesis mode

The duration of a PhD programme shall be 36 months for full-time and 60 months for part-time, but a scholar can be allowed to graduate after 30 months upon fulfilling all the degree

requirements.

A scholar may be allowed to extend studies to a maximum of 60 months, provided that compelling reasons for the extension and proof of meeting the corresponding costs, beyond this a scholar shall automatically lead to discontinuation unless proved evidence is provided for extension

The extension fees for a part-time scholar shall be both administrative and lump sum service fee as may be determined by relevant authorities from time to time.

2.1.1 PhD by Coursework and Dissertation

Scholars pursuing PhD studies by coursework and dissertation must successfully complete a number of credits as prescribed in the respective programme curriculum, including preparation of research proposal before proceeding to the research stage. However, Scholars who could not attain required credits during the coursework phase due to the nature of the research may seek Senate's permission to proceed with research but shall not be allowed to graduate without completing the number of required credits.

- (i) The credit system shall be used to gauge the workload involved in a programme, thus:
 - (a) One credit of coursework shall imply 10 hours of lectures, practical, research and independent studies, seminars, and tutorials or assignments.
 - (b) A minimum total of 540 credits are required for the award of a PhD degree. The 540 credits shall be comprised of an appropriate combination of the coursework and the dissertation. The courses shall be delivered based on critical thinking in terms of lectures, practical, research, independent studies, seminars, tutorials, or assignments for the common, programme, specialty core courses, elective courses (depending on the interest of the scholar and/or research supervisor based on the expertise required for the intended research)
- (ii) The school offering a PhD programme shall specify the core courses and electives in the various fields of specialization.
- (iii) A Scholar may be required to take certain courses that are pre-requisites to their research topics from any accredited University or institution as may be guided by the school through the respective research group. The credits of such courses should be transferred to the Institution and weighted for the final degree evaluation.

2.1.2 PhD by Research and Thesis

Scholars pursuing PhD studies by research and thesis shall take institutional common core courses offered to all NM-AIST Scholars. A Scholar may be required to take certain courses that are pre-requisites to their research topics from any accredited University or institution as may be guided by the school through the respective research group. The credits of such courses should be transferred to the Institution and weighted for the final degree evaluation. The courses may be taken flexibly during the duration of the study programme but MUST be successfully completed before graduation.

2.2 Registration and Enrollment

Having satisfied the admission and other requirements for joining NM- AIST to pursue PhD studies, Scholars will be registered either for coursework and dissertation, or research and thesis modes:

- (i) Scholars shall not be allowed to register or renew registration at the Institution without prior payment of fees.
- (ii) A scholar who will register within third to eight weeks will be require to pay late registration fee.
- (iii) Failure to renew a registration within the first Eight weeks shall automatically lead to discontinuation from studies.
- (iv) Scholar's enrollment for course(s) will take place during the first two weeks of the respective semester.
- (v) Enrollment of Scholars for course(s) will take place during the first two weeks of respective semester from first day of the commencement of classes for the respective intakes.
- (vi) Scholars shall be allowed to enroll/change subjects or courses within two weeks of commencement of classes in the respective semester after the recommendation of the respective research group.
- (vii) Scholars shall be allowed to register/change specialization/programme/mode after two weeks of commencement of classes in the first semester of the first year (using the form in **Appendix I**) after a recommendation from the respective School through a research group.
- (viii) A Scholar who fails to complete his/her dissertation/thesis within 36 months shall apply for an extension of studies (using the form Appendix II) to the Chairperson of Senate through his/her relevant Research group and School board.
- (ix) The maximum duration of the registration period (including extensions) for full-time PhD Scholars shall not exceed 60 months. However, the extension period given will not exceed the specified time for any degree programme.
- (x) A full-time Scholar will be granted the first extension free from the tuition fee for 12 months upon payment of administrative fee, whereas subsequent extensions will be charged both administrative and lump sum service fee that includes (administrative costs, library services, ICT and internet services, laboratory services, research field services, external and internal research supervision allowance) or as may be determined by relevant authorities from time to time.
- (xi) The maximum duration of the registration period (including extensions) for part-time PhD Scholars shall not exceed 72 months. However, the extension period given will not exceed the specified time for any degree programme.
- (xii) A part-time Scholar will be granted the first extension free from the tuition fee for a period of 12 months upon payment of administrative fee, whereas subsequent extensions

will be charged both administrative and lump sum service fee as may be determined by relevant authorities from time to time.

- (xiii) The coursework phase for a part-time PhD Scholar shall not exceed 24 months, and the remained 24 months shall be devoted to research work. The fees for the second year and third year of a part-time Scholar will be as prescribed in the fee structure.
- (xiv) Upon submitting the loose-bound dissertation/thesis for examination, the Scholar shall not be liable for another extension.
- (xv) Failure to complete the PhD programme within 60 months for full-time and 72 months for part-time of study without any compelling reason shall result in discontinuation from studies.
- (xvi) After submitting the dissertation/thesis for examination, Scholars are not liable for extension of studies but will be granted institutional services.
- (xvii) Scholars who will fail to request for extension of the study period while not submitting the dissertation/thesis for examination without justified reason will be automatically deregistered from studies.

2.3 Monitoring of PhD Programmes and Graduate Seminars

2.3.1 Monitoring of PhD by Coursework and Dissertation

- (i) Scholars shall undertake coursework assessment in accordance with assessment procedures according to the respective programme curriculum.
- (ii) The coursework portion shall consist of a minimum number of credits as specified in the respective curriculum.
- (iii) A Scholar shall be assigned at least two supervisors (at senior levels) within the first semester of study (at least one from NM-AIST) approved by the Senate before the end of the coursework phase upon recommendation of respective Research group through the School Board and STLC.
- (iv) The supervisor(s) shall guide the Scholar in formulating the research proposal and undertaking research.
- (v) The Scholar shall submit a research progress report physically or virtually to the Senate through the respective School board and STLC (using research progress form in **Appendix III**) once in every three months for consideration.
- (xi) The supervisors and a Scholar shall be required to fill the Memorandum of Understanding (MoU) in **Appendix IV** within four weeks of the appointment of Supervisors and submit it to the Senate through the respective School board and STLC.
- (vi) All PhD Scholars shall be required to submit and defend a comprehensive research proposal to the respective School for approval within the first 6 months both for full-time (R&T Mode) and 12 months for (CW and Dissertation Mode) and 24 months for part-time before being allowed to proceed with the research work, of which a concept note shall be approved within nine months after registration.

- (vii) Failure to submit a research proposal within the prescribed period without compelling reasons shall lead to discontinuation from studies.
- (viii) A Scholar who pursued a Master's studies at NM-AIST and took institutional common core courses may request an exception to take the same courses at PhD level. However, such Scholar shall be required to take other UQF level 10 (PhD level) courses to accrue the minimum credits prescribed in respective curriculum.

2.3.2 Regulations of Graduate Seminars for a PhD by Course and Dissertation

- (i) Each Scholar must register and undertake a minimum of six graduate seminars over the study period of 36 months (or as maybe indicated in the course mapping of the respective programme curriculum), which shall be assessed and credited.
- (ii) In order to impart competence in scientific methods and presentation of scholarly work, Scholars must undertake specific assignments that will develop critical thinking and higher order cognition, these includes written assignments, case studies, oral presentations, cooperative or group work, problem solving (problem and project-based learning), workshops or journal club etc. over the study period of 36 months. Any of these specific assignments shall be assessed, credited and weighted for the final degree evaluation.
- (iii) Scholar shall be required to present their concept notes in the first graduate seminars within six months after registration. The concept note intends to guide the Scholar on the subject matter of the intended discipline of specialization and for research proposal development. The second Graduate seminar shall be presented within 10-12 months, intended for defense/approval of the Scholar's research proposal.
- (iv) The remaining Graduate seminars will be presented quarterly over the remaining period of study to ascertain the Scholar's progress and mastery of the research work. A Scholar who fails the Graduate Seminar course shall repeat the failed course within the registration period and shall not be allowed to graduate without passing the failed course.
- (v) In consultation with the Chairperson of the Research group through the Dean of School, the Graduate Seminar coordinator shall appoint a panel of TWO assessors for the seminar, (who shall attend graduate seminars physically or virtually), two of whom shall be discussants.
- (vi) At the end of each seminar session, the assessors shall submit an assessment report (using the form in Appendix V) to the Seminar coordinator for transmission to the Dean of the School and subsequent for the Senate approval.
- (vii) The scores for each graduate seminar shall be graded and used to compute cumulative GPA at the end of the study programme.
- (viii) The final Graduate seminar shall be a pre-viva voce with three to five assessors, including a panel Chairperson. Using the dissertation examination form (Appendix VI) the assessors shall determine whether the dissertation is worthy of examination, needs further improvement or a Scholar should re- appear for pre-viva voce. After this pre-viva graduate seminar, the Supervisor, Research group Chairperson and Dean of School shall

recommend to the DVC-ARI that the thesis is ready for examination and formulate the viva voce panel for approval by the same.

- (ix) The pre-viva voce assessors shall be appointed by the Dean of the School upon recommendation from the Research group leader.
- (x) The final graduate seminar (pre-viva) must be announced to the NM-AIST community at least two weeks before the presentation.
- (xi) Time for Graduate Seminar presentations shall not exceed 30 minutes (including 20 minutes of presentation and 10 minutes of question-and-answer session). In addition, the pre-viva voce shall take 60 minutes (20 minutes for presentation and 40 minutes for questions-and-answers session). However, Scholars with special needs shall be considered according to their needs.
- (xii) A Scholar shall be required to appear for the viva-voce exam after completing and passing all required course work, and providing evidence of a patent/publication of at least TWO research papers peer-reviewed (approved by the Senate through respective School), in a peer-reviewed journal listed in the indexing bodies/databases like Web of Science, Scopus, EiComplex, and International journals approved by Senate through the respective School.

2.3.3 Monitoring of Progress for PhD by Research and Thesis

A PhD degree by Research and Thesis is designed to impart competence and enable the Scholar to develop and acquire a high level of competence and expertise in the analysis and application of scientific methods to undertake high-quality research in his/her field of interest and to chart out his/her career path.

The registration arrangements and progression requirements for a Scholar wishing to pursue PhD by Research and Thesis shall be as follows:

- (i) The duration for Scholars pursuing this programme shall be 36 months for full-time and 48 months for part-time, both with a possibility of extension not exceeding 24 months.
- (ii) A Scholar shall be required to submit, and defend a research proposal within 6 months after the first registration, of which a concept note shall be submitted and approved within the first three months.
- (iii) A Scholar shall register and enroll for research proposal development, and/or institutional common core, and other courses as may be recommended by the School through a Research group within two weeks after enrollment.
- (iv) A Scholar shall be assigned two supervisors (at least one at senior levels and at least one of them should be from NM-AIST) upon recommendation by the relevant School and should be approved by the Senate within one month after registration.
- (xii) The supervisors shall guide the Scholar in formulating the research proposal and undertaking research. The Scholar shall submit a research progress report to the school, which shall be discussed and endorsed by the School Board before transmission to the Senate through STLC using a special form (Appendix III) quarterly as prescribed in the Almanac. The supervisors and a Scholar shall be required to fill the Memorandum of

Understanding (MoU) in Appendix IV within four weeks of the appointment of Supervisors and submit it to the Senate through the respective School board and STLC.

- (v) A PhD Scholar who pursued a Master's studies at NM-AIST and took institutional common core courses may request an exemption to take such courses at PhD level. However, such Scholars shall be required to take other BuSH courses as maybe stipulated in the respective programme curriculum to accumulate the minimum number of credits prescribed in the respective curriculum.
- (vi) A Scholar who fails to submit an approved research proposal within the specified period for justifiable reasons may apply for an extension of registration to the Senate through their relevant School and the STLC.

2.3.4 Regulations for Graduate Seminars for PhD by Research and Thesis

- (i) In order to impart competence in scientific methods and presentation of scholarly work, Scholars must undertake specific assignments that will develop critical thinking and higher order cognition, these includes Scholar participation in class with high levels of cognitive questioning and answering; and Scholar interaction during a course, written assignments, case studies, oral presentations, cooperative or group work, problem solving (problem and project-based learning), workshops or journal club etc over the study period of 36 months. Any of these specific assignments shall be assessed, credited and weighted for the final degree evaluation.
- (ii) Scholars undertaking this programme will be required to register for graduate seminars over 36 months as follows:
- (iii) The Graduate Seminar courses for the R&T mode shall be done in 6 semesters as indicated in course mapping of the respective curriculum. A Scholar pursuing this programme shall be required to present a minimum of ten (10) Graduate Seminars over the entire registration period and before the viva voce examination. The seminars shall be staggered in the manner shown below:
 - (a) The first Graduate seminar which will be concept note shall be presented within three months after registration, and it's intended to pursue or specialize based on the concept note developed under the guidance of the researchgroup.
 - (b) The second Graduate seminar shall be presented within six months, intended for defense/approval of the Scholar's research proposal.
 - (c) The remaining Graduate seminars shall be presented quarterly over the remaining study period to ascertain the Scholar's progress in research work and mastery of the discipline of study. The results of these seminars will be part of the Scholar's progress report that will be presented to the Senate through the School Board and STLC.
 - (d) A Scholar who fails a Graduate Seminar course shall repeat the failed course within the registration period and shall not be allowed to graduate without passing the failed course.
 - (e) The Seminar coordinator shall arrange quarterly seminar presentations. In

consultation with the Chairperson of the Research group through the Dean of School, the Seminar coordinator shall appoint a panel of three assessors for the seminar, two of whom shall be discussants.

- (iv) At the end of each seminar, the assessors shall submit an assessment report (Appendix V) to the Seminar coordinator for transmission to the Dean of the School and subsequent Senate approval.
- (v) The scores for each graduate seminar shall be graded and used to compute cumulative GPA at the end of the study programme.
- (vi) The final Graduate seminar (10th) shall be a pre-viva voce with three to five assessors, including a panel Chairperson. Using the dissertation examination form (Appendix VI), the assessors shall determine whether the thesis is worthy of examination or needs further improvement, or a Scholar need to re-appear for pre-viva voce. After this graduate seminar, the Supervisor, Research group Chairperson and Dean of School shall recommend to the DVC-ARI that the thesis is ready for examination and formulate the viva voce panel for approval by the same.
- (vii) The pre-viva voce assessors shall be appointed by the Dean of the School upon recommendation from the Research group leader.
- (viii) The final graduate seminar (pre-viva) must be announced to the NM-AIST community within two (2) weeks before the presentation.
- (ix) The Graduate Seminar presentation must be approximately 30 minutes (20 minutes for presentation and 10 minutes for a question-and-answer session) to be counted as one (1) presentation, and the pre-viva voce shall take 65 minutes (20 minutes for presentation, 40 minutes for questions-and-answers session and 5minutes for deliberations). A Scholar shall be required to appear for the viva-voce exam after completing and passing all required course work, publishing at least one review paper/ approved by Senate through respective School, and at least two research work-based papers.

2.4 Assessment and Evaluation of Scholar to Graduate under Patent and Prototype

- (i) A Scholar who indicates to have an innovative Product/Service/Solution that requires patent or copyright registration in collaboration with his/her supervisors shall table a case to the Research group and School by writing.
- (ii) The school shall inform the Director of Research and innovation for patenting/copyrighting for procedures
- (iii) In collaboration with the Dean of School, the Director of Research and innovation shall recommend the names of a panel of experts including the Intellectual Property Management experts to form a special committee to analyze the case for possible patenting/copyright filling.
- (iv) The Special Committee shall sign confidentiality forms prior to the examination sessions not to disclose the case (non-disclosure forms).
- (v) The Research and innovation directorate shall be required to recommend if the case

requires local (BRELA), regional (ARIPO), or international (WIPO) for filing and/or registration.

- (vi) After filing the case, the Scholar shall continue with research work and be allowed to patent and/or publish.
- (vii) The filing/registration for intellectual property rights (IPR's) shall follow the NM-AIST Intellectual Property Policy Section 4.2 and NM-AIST IP Guidelines Section 4b and 4d.
- (viii) The Scholar can graduate either by IPRs or by publications.
- (ix) One (1) patent will be equivalent to three (3) published papers.
- (x) PhD by Research and Thesis who managed to produce a patent from their research work shall be allowed to graduate without a need for publications.
- (xi) PhD (Research and Thesis) candidate will be allowed to graduate by writing one review paper.

2.5 Regulations for PhD Research Proposal

Before commencing research for thesis/dissertation, a Scholar shall submit a comprehensive research proposal for approval by the Senate upon recommendation of the School Board in which the Scholar is based and the STLC. Before the proposal is approved, the Scholar shall present it in a Graduate Seminar, which shall be assessed and graded as stipulated in Regulations. The seminar shall be open to staff and Scholars within and outside the school. Under the guidance of supervisor(s), a PhD Scholar shall formulate a research proposal. The research proposal will be part of the coursework for Scholars pursuing studies by coursework and dissertation as prescribed in the respective curriculum.

- (i) A Scholar pursuing PhD studies by Coursework and Dissertation shall submit for final approval a comprehensive research proposal before commencing research work. Each Scholar shall make a presentation in defense of the proposal to a panel before the end of Semester II.
- (ii) A Scholar pursuing PhD studies by Research and Thesis shall present a comprehensive research proposal in the Research group Leader within six months of registration, which shall be assessed, and approved by the Senate. The seminar presentation shall be part and parcel of the approval procedure of research proposal.
- (iii) Failure of presentation of a research proposal within the prescribed period without compelling reasons shall lead to discontinuation from studies.
- (iv) Scholars shall follow approved NM-AIST Guidelines for Writing Scholar Research Proposals, Conduct of Research, and Preparation and Submission of Dissertation/ Thesis.
- (v) The Research group Leader in consultation with the Dean shall appoint a panel of three assessors, two of whom shall serve as discussants.
- (vi) Prior to the date of proposal defense, a panel appointed for proposal defense will be given access to scholar's written proposal at least for five working days to examine and grade it using the **Appendix form VI**.

- (vii) At the end of the presentation, the assessors shall score and grade the seminar using **Appendix VIII**, and submit the results to the Research group Leader. Based on the report of the assessment panel, the school may approve the proposal or recommend revision or even rejection of the proposal on the following grounds:
- (a) The proposal is unsuitable in its content.
 - (b) The conditions under which the Scholar proposes to work are professionally and ethically not possible or acceptable.
 - (c) The proposed research is a repetition of another work that is already known or published and does not add any scholarly value to the discipline or field of specialization.
 - (d) Proposed research objectives cannot be achieved within the prescribed period for completion of the respective PhD programme.
 - (e) The proposed research budget is unrealistic and not commensurate with the expected research outputs.
- (viii) The Graduate Seminar coordinator shall submit the results of the seminar presentation to the Dean of School through Research group Leader for consideration and endorsement by School Board and onward transmission to the Senate for approval through the Senate Teaching and Learning Committee.
- (ix) Scholars scoring an average of less than a B grade shall be regarded to have failed the seminar and shall be required to improve the proposal and present the same for a maximum of two additional times. Scholars failing to attain a score of B after three presentations shall be discontinued from studies.
- (x) Scholars that fail to submit an approved research proposal within the specified period for justifiable reasons may apply for extension of registration to Senate through their relevant School and the Senate Teaching and Learning Committee. The maximum duration for proposal submission will be 12 months from the date of registration, beyond this period the Scholar shall be discontinued from studies.
- (xi) Failure to submit a research proposal within the prescribed period without compelling reasons shall lead to discontinuation from studies.
- (xii) Scholars shall follow approved Guidelines for Preparation and Submission of Scholars' Research Proposals and Dissertation/projects/Theses, and Conduct of Scholars' Research.
- (xiii) Scholar who scores minor corrections from the proposal shall be required to correct the same as per recommendations by the panel and submit to the within two weeks from the date of first presentation.
- (xiv) Scholar who scores major corrections from the proposal shall be required to correct the same as per recommendations by the panel within three weeks from the first presentation and re-defend as arranged by the school.
- (xv) Scholar whose proposal is rejected by the panel shall be required to redo the proposal work and submit for defense within one month from the date of first presentation.

- (xvi) The final copies (hard and soft copy) of the proposal shall be submitted to the Research group after successful defense for approval, storage and record purpose.

2.6 Dissertation/Thesis Examination and Degree Award

The examination of the dissertation /thesis work shall comprise two parts, namely:

- (i) Examination of dissertation/thesis
- (ii) *Viva voce*

2.6.1 Examination of Dissertation/Thesis

- (i) At least three senior academicians and/or specialists in the subject or field of specialization appointed by the Senate upon recommendation of Senate Teaching and Learning Committee from amongst names submitted by the School Board shall examine every dissertation/thesis submitted.
- (ii) At least two of the examiners must be external to the University (External Examiners). The Internal Examiners shall be appointed from amongst members of NM-AIST staff that did not supervise the Scholar and has no conflict of interest with the dissertation/thesis to be examined.
- (iii) At least THREE months before submitting the dissertation/ thesis, the Scholar shall, through her/his supervisor, Research group leader/Research group Leader and Dean of school give notice in writing to the DVC-ARI indicating his/her intention to submit the dissertation/ thesis by filling in the “*Intention to submit Dissertation/Thesis Form*”.
- (iv) The Research group Leader/Research group Leader, in consultation with Dean of the School shall recommend the examination arrangement for the dissertation/thesis including submitting the curriculum vitae of the proposed External Examiners.
- (v) A scholar shall not submit his/her dissertation/thesis until the main supervisor has certified in writing that he/she has read the dissertation/thesis and submits that it is ready for examination.
- (vi) All dissertation/theses submitted for examination must be tested for plagiarism before transmitted to the examiners. The maximum acceptable level of plagiarism at NM-AIST is 20%. The verification of the level of plagiarism shall be made by the Supervisor(s) and confirmed by the school hosting the Scholar. Plagiarism report shall be attached to the thesis/dissertation report submitted for examination.
- (vii) The External Examiners shall be required to submit his/her examination report about the dissertation/thesis within a maximum period of two months from the date of its receipt. If the report is not received within six weeks, a written reminder with a maximum of two weeks shall be served to the Examiner. In absence of response after such reminder, new External Examiner shall be appointed. Mailing time and other factors be considered when engaging the examiners and expected date of submission of examination report.

- (viii) The Internal Examiner shall be required to submit his/her examination report about the dissertation/thesis within a maximum period of six weeks from the date of its receipt. If the report is not received within six weeks, a written reminder with a maximum of two weeks shall be served to the Examiner. In the absence of response from the Internal Examiner two weeks after such reminder, the case shall be referred to the DVC-ARI. The DVC-ARI shall examine the case and take appropriate steps to address the matter after consultation with the Dean or Vice-Chancellor as the case may be.
- (ix) Each Examiner shall summarize the evaluation of the dissertation/thesis with a definite grade ranging from A to D based on the assessment criteria.
- (x) If the grades provided by the Internal and External examiners differ, an average shall be computed.
- (xi) Both the External and Internal Examiner shall be required to submit examination reports about the dissertation/thesis by filling in the PhD Examination Report Form (**Appendix XII**), with a definite overall recommendation for one of the following actions:
 - (a) The degree be awarded to the Scholar unconditionally if the Scholar successfully defends his/her dissertation/thesis.
 - (b) The degree be awarded subject to addressing typographical and minor revisions of dissertation/thesis and successful defense of the dissertation/thesis in a *viva voce* examination.
 - (c) The degree be awarded after making major revision and corrections in the dissertation/thesis as recommended by the Examiners and re-submission for examination within 3 to 6 months.
 - (d) The degree should not be awarded because the dissertation/thesis lacks key facts and critical analysis of data, but the Scholar be allowed to revise and re-submit the dissertation/thesis for examination after a further period of research and/or study ranging from 6 to 12 months.
 - (e) The dissertation/thesis is grossly deficient in its content and presentation, and be rejected outright.
- (xii) Where there is disagreement among the Examiners in the overall recommendation about the dissertation/thesis, the Senate Teaching and Learning Committee (STLC) shall examine the case and recommend one of the following actions:
 - (a) The recommendation of the External Examiner be adopted if the Committee is satisfied that the Examiner's recommendation reflects a fair assessment of the dissertation/project/thesis.
 - (b) An additional independent External Examiner be appointed.
 - (c) The relevant School be directed to form a panel of experts available within or outside NM-AIST to examine the case and prepare a report with a definite overall recommendation on appropriate action to be taken about the dissertation/thesis to the Senate through the Senate Teaching and Learning

Committee.

- (xiii) The average grade from examiners of the dissertation/thesis must be at least B.
- (xiv) A Scholar with the average grade of at least B for the dissertation/thesis will be allowed to proceed with *viva voce* presentation if there is no disagreement among the Examiners in the overall recommendation about dissertation/thesis.
- (xv) A thesis/dissertation will be re-written and re-examined only once.
- (xvi) Work rejected by examiners after re-submission shall not be accepted for re-examination at NM-AIST and Scholar should be discontinued
- (xvii) Unless Senate has granted an approval, failure of a Scholar to resubmit a revised dissertation/thesis report accompanied by an Error-Free Certificate, signed by the supervisor(s) and Research group Leader within the stated period after being allowed to incorporate corrections shall lead to discontinuation from studies.

2.6.2 *Viva Voce*

- (i) Upon recommendation of the examiners that the dissertation/thesis is of acceptable quality and meets the requirements for the award of a PhD degree after the Scholar passes a *viva voce* examination, the host Research group under the supervision of the respective School shall arrange for a *viva voce* Examination. Scholars allowed to appear for the *viva voce* shall be examined to ascertain the following:
 - (a) The dissertation/thesis presented represents an original work of the Scholar and the Scholar has sufficiently demonstrated mastery of the subject matter in the dissertation/ thesis.
 - (b) The Scholar has fully grasped and is conversant with the broader subject area in which the study is based.
 - (c) The Scholar can adequately clarify all the weaknesses or deficiencies identified in the dissertation/project/thesis (if any).
 - (d) The Scholar qualifies for the award of the PhD degree of NM-AIST.
- (ii) The Scholar's national flag will be placed in the *viva voce* room
- (iii) The school shall ensure availability of copies of the thesis/dissertation to *viva voce* panelists.

2.6.3 Regulations and Procedures for *Viva Voce*

- (i) Formation and Composition of *Viva voce* Examination Panel: The *viva voce* Examination Panel shall comprise a minimum of five (5) but not exceeding seven (7) panel members appointed by the Senate upon recommendation of the relevant School Board and STLC. Members of the Panel shall be selected so as to ensure that the Scholar is examined by sufficiently qualified and experienced experts in his/her area of research or related fields. The composition of the panel shall be as follows:
 - (a) The Chairperson who shall be a senior academician of the rank of Senior Lecturer or above but who may not necessarily be an expert in the field of the dissertation/thesis

of the Scholar. The Chairperson will be responsible for ensuring that the viva voce examination is conducted fairly and in accordance with the relevant procedures. The name of the Chairperson shall be specified during the appointment of the Panel.

- (b) External Examiners of the dissertation/thesis or their representatives
 - (c) Internal Examiner of the dissertation/thesis who shall also be the Secretary to the Panel recording both audio and written examination proceedings, also be responsible for timekeeping during the *viva voce* examination.
 - (d) One Research Supervisor who supervised the Scholar
 - (e) Head of the Programme Coordinator where the Scholar is registered or his/her appointee.
 - (f) One senior academician or expert in the field of specialization of the Scholar.
 - (g) Panel members stated in (a), (b) and (c) shall be mandatory. The all members of the panel who attended the viva voce examination shall have voting powers to decide on the outcome of the viva voce examination.
 - (h) The panel members shall have to declare no conflict of interest to the Scholar/Candidate under examination
- (ii) The Research group Leader/Dean of School shall inform the Scholar in writing regarding the examination arrangements for defense of dissertation/thesis at least two weeks before the examination
- (iii) The viva voce shall be announced within and outside NM-AIST through the website or other means at least two weeks before the date of the examination. The title and abstract of the dissertation/thesis in English version shall also be included on the announcement. The announcement is intended to disseminate the work undertaken by the Scholar to the NM-AIST community and the general public. The procedure for preparation of viva voce advert shall be as follows:
- (a) The advert shall be prepared by the School Examination Officer
 - (b) The title and abstract shall be verified by the supervisor (s)
 - (c) The School Examination Officer shall liaise with Academic Affairs Directorate on the possible dates of viva voce.
 - (d) The School Examination Officer shall submit the draft advert to the Dean of the School for verification.
 - (e) The viva voce advert shall be submitted to the Communication and Marketing Unit (CMU) for posting to the website as received from the school.
 - (f) The *viva voce* shall be published on the NM-AIST website by the CMU at least two (2) weeks before set date for viva voce examination.
- (iv) The viva voce examination shall be open to the general public but only members of the viva voce Examination Panel will be responsible for assessing the Scholar by asking questions and making comments related to the dissertation/thesis. Before the end of the examination,

the Chairperson shall ask the panel members if they have exhausted their questions and comments to the Scholar.

- (v) The viva voce panelists shall be provided with full texts of examiners' reports and copies of Scholars' dissertation/thesis, at least two weeks before the date of the oral defense of the dissertation/thesis. However, the Scholar shall not be allowed to get access to examiners' dissertation/thesis reports before the viva voce examination.
- (vi) Viva voce panelists who are unable to be present at the viva voce examination shall submit their examination questions to the Dean of the School and nominate their representatives to the viva voce examination upon consultation with the Dean of School and the Chairperson of the Senate, Teaching and Learning Committee.
- (vii) The maximum duration of the viva voce examination shall be three hours apportioned as detailed below, however, Scholar with special needs shall be considered accordingly.
 - (a) Maximum of 45 minutes for presentation by the scholar /Candidate
 - (b) Maximum of 1 hour and 45 minutes for questions and answers
 - (c) Maximum of 30 minutes for deliberations and decision by the panelists in the absence of the scholar and other people
- (viii) The panel members shall have to declare no conflict of interest to the scholar/Candidate under examination.
- (ix) The viva voce panelists shall, as far as possible, work towards arriving at a unanimous decision on the Scholar's overall results of the PhD. Where the panelists are unable to reach unanimous decision as to whether the Scholar passes or fails, a vote shall be taken to arrive at a decision. A majority vote in favour of passing the Scholar shall be required for passing the PhD examination.
- (x) At the end of the viva voce examination, the panel members shall sign an examination results form, giving specific recommendation for one of the following actions:
 - (a) The PhD degree be awarded to the Scholar unconditionally.
 - (b) The PhD degree be awarded to the Scholar subject to making minor corrections and revisions in the dissertation/thesis as detailed in the viva voce proceedings and the examiners' reports.
 - (c) The PhD degree not to be awarded to the Scholar because of failure to defend the dissertation/thesis adequately BUT the Scholar be allowed to revise and re-submit the dissertation/thesis for defense within 3-6 months.
 - (d) The Scholar fails the viva voce examination but be given another chance to resubmit and defend the dissertation/thesis after addressing all deficiencies detailed in the viva voce proceedings within 6-9 months.
 - (e) The Scholar not be awarded the PhD degree because he/she has failed outright to defend the dissertation/thesis and Scholar shall be discontinued from studies
- (xi) If the re-submitted dissertation/thesis is of an acceptable standard as verified by the Internal Examiner and at least one External Examiner who recommended major verdict for the Scholar dissertation/thesis, the Scholar shall be required to appear for a second viva voce examination.

- (xii) If the Scholar fails to re-submit the dissertation/thesis within the specified period he/she shall be discontinued from studies.
- (xiii) If there is a disagreement between the recommendation of the Examiners of the dissertation/thesis and viva voce panel with respect to the fate of the Scholar, the Senate Teaching and Learning Committee shall study the case and recommend to the Senate one of the following actions:
 - (a) The Scholar shall revise and re-submit the dissertation/thesis and thereafter appear for a *viva voce* examination within a period of 6-12 months.
 - (b) The Scholar be deemed to have failed outright and not be awarded any degree and Scholar be considered to have been discontinued from the studies.
 - (c) The Chairperson of the *viva voce* panel shall submit to the Chairperson of the Senate Teaching and Learning Committee the recommendation of the panel and a comprehensive report approved by the all panelists detailing all the questions addressed to the Scholar and the answers given to those questions, within two weeks after the date of the *viva voce* examination.
 - (d) A Scholar failing to attend a *viva voce* examination without compelling reasons shall be discontinued from studies unless directed otherwise by Senate.
 - (e) A Scholar that has passed the *viva voce* examination shall be required to submit one corrected hardbound copy and one soft copy of the dissertation/thesis within one month after *viva voce*. The Internal Examiner shall certify that the corrections/revisions recommended by the examiners have been addressed by the Scholar and recommend to the Research group Leader that an error-free certification of the dissertation/thesis be issued.
 - (f) Failure to submit the corrected copy of dissertation/thesis within one month after the *viva voce* examination without compelling reasons shall result in discontinuation from studies.
- (xiv) Procedures for Conducting *Viva Voce* Examination

The viva voce examination is an important stage in the completion of a PhD study. The viva voce examination at NM-AIST shall be conducted physically or virtually according to the following procedures:

- (a) The Research group Leader after consultation with the Dean of School shall confirm that all members of the *viva voce* Examination Panel are available for the examination at least five days before the date of the examination and inform the Chairperson of the panel by writing a letter to the Dean and DVC ARI in case of absence. This is important so that replacement of any member that may be unable to attend the examination is made well in advance.
- (b) At least one external examiner must appear physically or virtually in the viva voce examination
- (c) Members of the *viva voce* Examination Panel shall enter the examination room at the time set in the *viva voce* examination arrangements.

- (d) The Chairperson shall ensure that the Scholar is present at the time required for the *viva voce* examination.
- (e) The Chairperson of the panel shall confirm that all the members of the panel are present and shall mention the names of each one of the panelists, their positions and responsibilities in the *viva voce* examination.
- (f) The Chairperson shall remind the panelists about the regulations and procedures pertaining to the conduct of the *viva voce* examination.
- (g) The Chairperson shall also inform the panelists, the number of questions submitted by the External Examiner who is not attending the *viva voce*.
- (h) The Chairperson shall welcome invited members of the public into the *viva voce* examination room before the Scholar is ushered in.
- (i) After the panelists and the members of the public have settled down, the Chairperson shall invite the Scholar into the examination room, introduce himself/herself and disclose his/her position as Chairperson of the *viva voce* examination panel. He/she shall also introduce the Members of the Panel to the Scholar.
- (j) The Chairperson shall invite the Scholar to introduce himself/herself to the Panel and audience by presenting a brief profile of him/her for a period of not more than five minutes.
- (k) The Chairperson shall remind the Scholar on the purpose of and regulations for *viva voce* examination and the procedures to be followed.
- (l) The Chairperson shall invite the Scholar to present his/her dissertation/thesis for a duration not exceeding 45 minutes. After the presentation, a break not exceeding 15 minutes shall be allowed as the Chairperson may determine.
- (m) After the Scholar's presentation and the break, the Chairperson shall begin asking the Scholar his/her own questions.
- (n) The secretary of the *viva voce* panel (the internal examiner) shall record all examinations proceedings including questions and comments raised by panelists by both audio and written
- (o) The second person to ask questions to Scholar shall be the Internal Examiner
- (p) Other Members of the Panel will then be given opportunity to ask the Scholar questions as will be guided by the Chairperson.
- (q) The questions to be asked should be those directly related to the written dissertation/thesis, the oral presentation and the broad discipline or field/area of study of the Scholar to ascertain mastery or depth of knowledge of the Scholar about the area.
- (r) The Scholar shall be required to answer the questions chronologically as they are asked. In case one or more of the panelists are not satisfied with the answers, they are required to show the same immediately after the answer is given and consensus should be reached and recorded that has implication on changes in the dissertation/thesis or to improve the Scholar's understanding. The question-and-answer session will continue

until the panelists are satisfied that the purpose of the viva voce examination has been met. However, the duration of the entire viva voce examination shall not exceed three hours including the time used for presentation.

- (s) At the end of the examination time, the Chairperson shall end the question- and-answer session and request the Scholar to go out to wait for the decision on the outcome of the viva voce examination. At the same time, the Chairperson shall ask invited members of the public to leave the viva voce examination venue.
- (t) To reach a decision on the outcome of the examination, the Chairperson shall ask for independent opinions of each Member of the Panel on the following issues:
 - If the Scholar's work was original
 - If the Scholar has grasped and demonstrated mastery of the specific and broader area in the field of his/her study
 - If the Scholar has been able to clarify the weaknesses observed in the dissertation/thesis.
 - If the dissertation/thesis has significantly contributed to the body of knowledge in the Scholar's field of study.
- (u) As much as possible, the viva voce panelists shall work towards arriving at a unanimous decision on the Scholar's overall results of the PhD work. Where the panelists are unable to reach unanimous decision as to whether the Scholar passes or fails, a vote shall be taken to arrive at a decision.
- (v) The Chairperson, shall then ask the panel members to indicate each one's specific recommendation on the PhD work and sign the examination results form prescribed (Appendix XIV).
- (w) The Chairperson shall examine the results and if there are differing opinions, he/she will ask Members of the Panel to vote in order to reach a final decision.
- (x) Members of the Panel shall also discuss and agree on major revisions or changes to be made in the dissertation/thesis by the Scholar.
- (y) Academic Affairs Directorate shall oversee viva voce examination processes like all other examination activities at institutional level.

3.0 SUBMISSION OF DISSERTATION/ THESIS AND THE REQUIREMENT FOR AWARD OF A PHD DEGREE

3.1 Requirements for Award of a PhD Degree

- (i) Scholars undertaking PhD studies by Coursework and Dissertation shall be required to submit a dissertation in the form a monograph before the expiry of the registration period, in partial fulfillment of the requirements for the award of the PhD degree of NM-AIST. In addition to the dissertation, such Scholar shall be required to produce evidence of a patent or at least two research-based papers accepted for publication or published in peer-reviewed journal(s) listed in international journal approved by Senate through respective School. The Scholar must appear as the first author in the papers. Evidence in the form of published paper(s) or letter(s) of acceptance of the paper(s) from the editor(s) of the respective journal(s) shall be attached to the dissertation/project report.
- (ii) Scholars undertaking PhD studies by Research and Thesis shall be required to submit a thesis in the form of a monograph before the expiry of the registration period in order to qualify for the award of the PhD degree. In addition to the thesis, such a Scholar shall be required to produce evidence of at least one review paper accepted for publication or published in a peer-reviewed journal, and a patent or at least two research-based papers accepted for publication or published in a peer-reviewed journal(s) listed in international journals approved by Senatethrough respective School. The Scholar must appear as the first author in the published papers. Evidence in the form of published paper(s) or letter of acceptance of paper(s) from the editor(s) of the respective journal(s) shall be attached to the thesis.
- (iii) A dissertation/thesis submitted for the award of a PhD degree of the NM-AIST must be satisfactory as regards the format and literary presentation as described in the in the Guidelines for Writing Research Proposals, Conduct of Research and Preparation and Submission of Master's and PhD Dissertation/Theses.
- (iv) If part of the Scholar's research work was undertaken in collaboration with other researchers and/or Scholars, the kind of collaboration involved should be clearly explained by specifying the parts of the dissertation/thesis that contains results from the collaboration and what the role of the Scholar in the collaboration was.
- (v) A letter from the Scholar's main supervisor should accompany the submitted dissertation/thesis. The letter should indicate the particular contribution of the Scholar to each paper in the case of multi-author papers. It should also indicate that the submitted articles were not and will not be used as part of other dissertation/thesis as a partial fulfillment of the awards of degree at NM-AIST or in any other institutions.

3.2 Submission of Dissertation/Thesis

- (i) Scholars who have completed research work of their PhD studies shall be required to submit a dissertation/thesis in the form of a monograph embodying the results of the research in fulfillment of the PhD degree before the expiry of the registration period as a requirement for the award of the degree.

- (ii) No Scholar will be permitted to submit a dissertation/thesis for a PhD degree award of NM-AIST in less than 30 months from the date of first registration.
- (iii) No Scholar will be permitted to submit a dissertation/thesis for a PhD degree award of NM-AIST without evidence of payment of all University fees from the Bursar's Office and certification that there are no outstanding dues by the Scholar.
- (iv) The dissertation/thesis must contain an abstract of not more than 350 words, and it shall concisely indicate the problem investigated, procedures and research methods employed, the general results and new contributions made, and the major conclusions and recommendations.
- (v) A declaration by the Scholar to the Senate, stating that the dissertation/thesis submitted is the Scholar's own original work done within the period of registration under the guidance of the supervisor(s) and that it has neither been submitted nor is being concurrently submitted in any other institution, shall accompany every dissertation/thesis submitted for examination for the PhD degree award. The dissertation/thesis must be submitted in four HARDBOUND copies, plus a PDF copy. The dissertation/thesis shall contain a statement of copyright by the author stating as follows:

“This dissertation/thesis is copyright material protected under the Berne Convention, the Copyright Act 1999 and other International and National enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealings, for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Deputy Vice-Chancellor for Academic, Research and Innovation on behalf of both the author and the NM-AIST.”
- (vi) Before binding the dissertation/thesis, the Scholars shall be required to submit a loose bound dissertation/thesis through the School to Director of Academic Affairs Directorate for checking and certifying compliance with approved standards for writing dissertation/thesis. The Director of Academic Affairs shall need a maximum of five (5) working days to provide feedback on such submissions.
- (vii) The final decision on the award of the PhD degree shall be made by Senate upon the recommendation of the Senate Teaching and Learning Committee. Physical copies of dissertation/thesis shall be presented to the Senate for verification before a final decision on the degree award is made.
- (viii) The Senate may give directives for further improvement of the dissertation/thesis submitted to it by the STLC and the same shall have to be addressed before the dissertation/thesis is approved for the award of the degree.
- (ix) The Scholar shall be required to submit a corrected electronic version of the dissertation/thesis in a portable document format (PDF), latex, brail (for vision impaired Scholars), plagiarism report signed by supervisor, plus at least four hardbound copies of the same to the respective School two weeks before the last Senate meeting preceding the graduation ceremony. Upon submission, an Error Free Letter will be signed by the supervisor, Research group Leader/Programme Coordinator, the Dean of School and forwarded to the Chairperson of STLC. The final four copies of the well hardbound

dissertation/thesis shall be distributed as follows:

- (a) University Library
 - (b) Research group
 - (c) Supervisor(s)
 - (d) Scholar
- (x) Published papers and submitted manuscripts shall be included in the dissertation/thesis in the manner stipulated in the Guidelines
- (xi) The deadline for submission of error-free dissertation/thesis for graduation shall be at least one (1) week before the last Senate meeting preceding graduation. Scholars failing to meet this deadline shall be considered not ready for graduation
- (xii) Scholars recommended for the award of degrees by Senate shall be presented for graduation at the next graduation ceremony. However, Scholars that may not present themselves physically for the graduation shall be conferred their degrees in absentia.

3.3 Award of Degree

- (i) The Senate on the recommendation of the STLC shall make the final decision on the award of the PhD degree. Senate shall have power to revoke degree award if found that erroneous conferred to unqualified Scholar.
- (ii) Scholars are free to appeal to Senate against any decisions regarding award of a PhD degree.

4.0 ROLES AND RESPONSIBILITIES OF ACADEMIC ADVISOR

The role and responsibilities of Academic Advisor shall be in three broad areas, namely managing relationship, developing Scholars and supporting Scholars. In the area of Managing the relationship, the Academic advisor should seek to establish a supportive and professional relationship with each of their advisees. This requires making meaningful contact to develop rapport at the beginning of their university career and being in regular contact with advisees throughout their time at university. Secondly, on developing Scholars; Academic Advisor have an important role in encouraging Scholars to seek opportunities and make choices that develop them academically, personally and professionally. To help Scholars to monitor their development, academic advisors should maintain an overview of their advisees' academic progress/development and provide regular one-to-one feedback and guidance.

Finally, on supporting Scholars, academic advisor provides a source of support to their advisees, both pastoral and academic. If advisors do not feel qualified to advise on a particular problem, they should consult colleagues or direct the Scholar to an appropriate source of support.

Academic advisors are not expected to be able to advice on all matters of personal and professional development and support. They are, however, expected to have sufficient knowledge of their School and the wider University so that they can help Scholars to find the assistance they require.

Research group/Research group Leader in consultation with the Dean of School shall appoint an academic advisor for a Scholar within two weeks after registration for studies. Roles and responsibilities of academic advisors are summarized below:

- (i) The academic advisor is often the first point of contact for Scholars, and it is important that advisees are aware of the role of the personal academic advisor and the limitations to what an academic advisor can do before referring a Scholar to a more specialized source of support.
- (ii) Upon appointment as academic advisors, they are expected to be available to meet/make contact for a developmental and advice with their advisees at least twice academic semester.
- (iii) The academic advisors should arrange an introductory meeting/contact with first year Scholars, ordinarily within the first four weeks of the first semester. This contact need not be necessarily face-to-face and can be completed virtually by any relevant means.
- (iv) In addition to these scheduled meetings or contact, academic advisors should ensure that their advisees are able to contact them for additional guidance and support.
- (v) Academic advisor should inform the Research group chair/Research group Leader/Dean of School if their Scholars are not participating in the advisee programme and are not meeting or contacting them.
- (vi) Advisory meetings or contact should provide an opportunity for the academic advisor to encourage their Scholar's developmental action planning/goal setting and reflection on performance, skills acquisition and employability.
- (vii) Academic advisors are expected to challenge their Scholars to make the most of their experience at the NM-AIST. In part, if appropriate, they will do this by pointing out the wide range of opportunities made available by the University.
- (viii) Academic advisors are expected to be familiar with the University's guidance for academic advisors, as well as their own School or unit's supplementary guidance, and to keep informed of any updates to this material.
- (ix) Academic advisors are expected to provide their advisees with references for employment and further studies.
- (x) Academic advisors should record and share relevant notes and information with their advisees regarding their meetings, in due course.
- (xi) The academic advisor will follow-up on enhancing Scholars' academic development to:
 - (a) Advise Scholars on drawing up study plans, learning strategies, time management, note taking in lectures, how to research a topic and write a report.
 - (b) Advise Scholars on preparing for assessments and give tips on how to cope with examination stress.
 - (c) Monitor and review Scholar academic progress of Scholars and provide feedback on overall performance and report to Dean of School. Academic advisors are advised to keep copies of all their correspondence(s) with advisees and may be required to write reports on their advisees.

- (d) Ensure Scholars are aware of the English language support programme offered by the various stakeholders, as appropriate.
- (e) Support Scholars with advice on option/elective courses/modules and on choosing a career direction.
- (f) Advise Scholars in all matters related to social-economic well being

5.0 CONDITIONS AND PROCEDURES FOR HANDLING SEMESTER EXAMINATIONS FOR MASTER’S AND PHD PROGRAMMES

- (i) The course Instructor is the Internal Examiner who sets the examination and shall submit it to the Dean of the School/Research group Leader in five working days before the commencement of examination.
- (ii) Setting of examination shall consider Scholars with special needs e.g. audio, brail, font, time etc.
- (iii) All examination logistics that includes sitting allocation shall consider Scholars with special needs
- (iv) There shall be different assessment tools to be used for Scholars with special needs
- (v) The format for NM-AIST examination will be as detailed below:

Assessment Domains

| S/N | Domain | Rank |
|-----|-------------|--------------------------------|
| 1. | Cognitive | Knowledge and Mental skill |
| 2. | Affective | Motivational Skills (attitude) |
| 3. | Psychomotor | Physical skills |

The generic format of final examinations will be assessed as indicated in the table of specification below:

Generic Format of Final Examination Assessment

| Domain | Knowledge and Comprehension | Application | Analysis | Synthesis | Evaluation | Total |
|------------|-----------------------------|-------------|----------|-----------|------------|-------|
| Percentage | 10 | 30 | 20 | 20 | 20 | 100 |

- (vi) Scholar shall be required to attempt 5 questions out of 7 in the semester Examination.
- (vii) Each examination shall be set to be done within 3 hours as shown in the Examination Timetable.
- (viii) Research group Leader in consultation with the Dean of School shall appoint a panel of at least two academic staff to moderate each paper in the respective Research group Leader/School.
- (ix) The processing of examination shall be made under maximum confidentiality and integrity. The Dean of School shall be the custodian of the examination questions.
- (x) Where there is a leakage of examination, the University shall nullify the examination and require the Scholars to re-sit the examinations.

- (xi) Disclosure or leakage of examinations by any person shall be thoroughly investigated and punishable by the relevant disciplinary authority.
- (xii) The Dean of School shall appoint a member(s) of academic staff who shall process questions in terms of typesetting, printing/photocopying, packing and sealing of examination.
- (xiii) The Dean of School shall appoint a member(s) of academic staff to invigilate a particular examination before the commencement of the University examinations.
- (xiv) There shall be no special registration of Scholars for examination. Every Scholar registered for a particular course shall be deemed to be also registered for the corresponding examination(s) in the relevant course of study.
- (xv) A Scholar shall be admitted to an examination room on the condition that:
 - (a) The Scholar does not owe the university any fee required and/or other financial dues;
 - (b) The overall attendance of the Scholar in a particular subject must be not less than 80% of the time allocated to the subject/course in the semester as verified by the Course Instructor;
 - (c) The Scholar has done all his/her coursework including tests and assignments for the subject/course being examined; and
 - (d) Any lawful order or any other law from sitting for the examination does not bar the Scholar.
- (xvi) Any Scholar who is unable to appear in the examinations shall, two weeks before the commencement of a respective examination(s), report in writing to the Dean of School through the Research group Leader giving sufficient reasons and/or evidences to support his/her inability to sit for the examinations. The Dean of School shall transmit the Scholar's request to DVC-ARI for approval using examination postponement form (Appendix XV).
- (xvii) Such Scholar must have a prior written approval from the DVC- ARI indicating that he/she has been allowed to postpone the said examination(s).
- (xviii) If a Scholar fails to attend the whole or part of an examinations under circumstances, which are beyond his/her control; subject to production of authentic evidence and prior to written approval, be allowed to sit for special examination in the course(s) the examinations of which he/she did not complete.
- (xix) Scholars shall be allowed to enter into the examination room upon showing their Identity Cards and the Examination Registration Number card.
- (xx) Scholars shall be required to be in the examination room 15 minutes before the examination starts.
- (xxi) Scholars shall not be allowed to get out of the examination room in the first 30 minutes and the last 15 minutes of the examination.
- (xxii) No Scholars shall be allowed to get into the examination room 30 minutes after the

examination has started.

- (xxiii) The invigilator shall not leave a room without a replacement and each examination room shall have at least one invigilator.
- (xxiv) The invigilator shall not engage in any other activity in the examination room apart from invigilating the examination. The Invigilator shall fill the Examination Attendance Form, putting on record the attendance by Scholar's Examination Numbers and at the end making remarks on how the examination was conducted. The same form will serve as proof of handing over examination scripts to the Head/Dean for further processing of examination scripts.
- (xxv) The invigilator shall make sure that the Scholars with special needs are assisted in all aspects pertaining to examination regulations during the whole period of examination
- (xxvi) There shall be a Chief Invigilator appointed by the Dean of the School who shall oversee coordination of examination conduct of the school in the respective semester.
- (xxvii) The examination scripts of the visual impaired Scholars shall be translated by experts to normal text or marked by experts in the respective field.
- (xxviii) After marking the University examination(s) the Internal Examiner shall prepare a summary report on Scholars' performance, fill in an examination mark sheet, upload the results into Scholars Information Management System (SIMS), submit marking scheme together with the marked scripts to the relevant Dean of School/ Research group Leader.
- (xxix) The schools/shall ensure that all tests, assignments, term papers and other forms of assessment made during the semester are marked before examination preparation week.
- (xxx) Coursework answer papers shall be returned to Scholars after being marked by instructors before examination preparation week.
- (xxxi) The instructor teaching during the semester is obliged to give to each scholar his/her aggregate coursework marks before examination preparation week.
- (xxxii) The Scholar shall be obliged to evaluate his/her instructor teaching a respective course as requirement for accessing continuous assessment results.
- (xxxiii) It shall be an obligation of the scholar to verify the accuracy of his/her coursework results before commencement of semester examination.
- (xxxiv) Semester Examination shall be held as per NM-AIST examination time table. The weighting of the final examination in determining the grade for the course shall as specified in the specific curriculum. Respective instructors at the beginning of the course shall specify the form of continuous assessment.
- (xxxv) There shall be two dedicated weeks for examination marking and uploading of examination results immediately after the end of semester University examinations.
- (xxxvi) The marking of University Examinations shall be done by Instructor(s) of the respective course(s) of study in accordance within two weeks immediately after the end of semester examination.
- (xxxvii) Examination grading system will be the same in all Schools and score grades will be

taken into account when calculating cumulative GPA.

- (xxxviii) Computation of cumulative GPA for the coursework and dissertation/project Scholars, shall be done at the end of each semester whereas, the computation of GPA for research and thesis Scholars shall be done at the end of study programme using the scores as indicated below:

| Grade | Range of Marks (%) | Formula | Grade Point | Description |
|-------|--------------------|--------------------|-------------|----------------|
| A | 75-100 | $Y = 0.024X + 2.6$ | 4.4-5.0 | Excellent |
| B+ | 70-74.9 | $Y = 0.08X - 1.6$ | 4.0-4.39 | Very Good |
| B | 60-69.90 | $Y = 0.1X - 3.0$ | 3.0-3.99 | Good |
| C | 50-59.9 | $Y = 0.1X - 3.0$ | 2.0-2.99 | Unsatisfactory |
| D | 0-49.9 | $Y = 0.1X - 3.0$ | 1.0-1.99 | Failure |

Where Y = Grade point and X = Raw Marks (%)

- (a) The total weighted Grade Points (Grade points multiplied by the credits of the examined subject) of all subjects will be divided by the total credits to determine the GPA. As a matter of principle, the cumulative GPA shall be truncated down to one decimal place.
- (xxxix) Master's degrees shall be classified into the following awards using the five-point grading system as follows:

| Class | Grade | Grade point Average (GPA) Range |
|-------------|-------|---------------------------------|
| Distinction | A | 4.5 – 5.0 |
| Merit | B+ | 4.0 – 4.4 |
| Pass | B | 3.0 – 3.9 |

- (xl) The minimum pass mark for all courses shall be a B grade of 60%.
- (xli) PhD degrees awards shall not be classified.
- (xlii) A Scholar pursuing Master's/PhD by coursework and dissertation/project who fails in one or more examinations, but whose average GPA is at least 3.0 shall be allowed to do supplementary examination(s) of the failed course(s).
- (xliii) A Scholar pursuing Master's/PhD by coursework and dissertation/project whose cumulative GPA is below B grade (i.e. GPA below 3.0) shall be discontinued from studies. The cumulative GPA at the end of academic year shall determine the fate of the Scholar.
- (xliv) A Scholar pursuing Master's/PhD by research and thesis who fails in one or more examinations shall be allowed to do supplementary examination(s) of the failed course(s).
- (xlv) The maximum grade for supplementary examination shall be a B of 60%.
- (xlvi) Dissertation/thesis/project report score grade for master's degrees shall be a part of calculation of cumulative GPA
- (xlvii) A Scholar sitting for supplementary examination(s) shall be assessed on the basis of his or her supplementary examination(s) results only, but his or her course work scores shall

not be taken into account in the assessment.

- (xlviii) A Scholar pursuing Master's/PhD by coursework and dissertation/project that fails in any supplementary/special examination and has a GPA of at least 3.0 may be allowed to repeat the failed course(s) within the first year of research and may seek Senate's permission to proceed with research but shall not be allowed to graduate without passing the failed course.
- (xlix) A Scholar pursuing Master's/PhD by research and thesis who fails in any supplementary examination may be allowed to repeat the failed course(s) within the registration period but shall not be allowed to graduate without passing the failed course(s).
- (l) Scholars who Fail the carried-out course will be allowed to sit for supplementary examinations after which if a Scholar fails the Supplementary Examination shall be discontinued from studies.
- (li) Schools will administer supplementary and special examinations within a period of two months after the Senate's approval of the Semester examination results.
- (lii) (All cases of alleged examination irregularities shall be referred to the STLC. The Committee shall have powers of summoning Scholars and members of staff as it deems necessary. The Committee shall submit a report of its findings and recommendations to Senate for approval, prior to any action. Any Scholar who shall be found to have cheated in any part of the examination shall be discontinued from studies and shall never be considered for admission.
- (liii) A Scholar discontinued from studies on academic grounds may apply for re- admission into the same programme upon producing evidence of overcoming the academic deficiencies at least one year after the date of discontinuation from studies.
- (liv) All semester and research/project proposal examination results shall be processed by the Board of Examiners and endorsed by the School Board for transmission to STLC for Senate approval before Scholars can proceed with the research phase.
- (lv) Any Scholar who maneuvers at any stage and attend examination(s) or any form of assessment, his/her results shall be nullified.
- (lvi) There shall be Special supplementary examination only who missed normal supplementary under justifiable reasons and there are in their last year of studies, after the approval of the DVC-ARI through the Dean of the School.
- (lvii) The formative assessment shall be composed of a combination of written assignments, case study, oral presentations, dialogue and participation, oral argumentation and cooperative/group work, real-world activities, questions and enquiries, problem solving (Problem and project-based learning), seminars etc.

7.0 EXAMINATION IRREGULARITIES

- (i) Unauthorized materials (e.g., written materials, purses, electronic equipment such as cell phones, pagers, and any other material as may be specified from time to time by the Office of the Deputy Vice-Chancellor for Academic, Research and Innovation) shall not be allowed in the examination venue. Any Scholar found in possession of

such materials shall be reported by Chief Invigilator through the respective Research group Leader or Dean of School to the Deputy Vice-Chancellor for Academic, Research and Innovation for appropriate action.

- (ii) There shall be no borrowing of materials of any kind including calculators, rules statistical tables, pencils and pens among Scholars during examinations.
- (iii) When an invigilator has reason(s) to believe that the Scholar has been cheating or has facilitated in a cheating act, the charges shall be channeled by the Chief invigilator through the Dean of School where the course is offered, to the Deputy Vice-Chancellor for Academic, Research and Innovation for appropriate action.
- (iv) All cases of alleged examination irregularities shall be referred to the STLC. The Committee shall have the powers to summon Scholars and members of staff as it deems necessary. The findings and recommendations of the Senate Teaching and Learning Committee shall be submitted to the Senate for consideration and decision on appropriate action to be taken.
- (v) Any Scholar who will be proven to have cheated shall be deemed to have failed in the whole examination for the semester and shall be discontinued from studies.

8.0 PLAGIARISM

Plagiarism refers to all acts of malpractices in the preparation of academic/scholarly works including dissertation/projects/theses especially where someone uses another person's words, ideas or work as his/her own without acknowledging the origin. The NM-AIST has zero tolerance to plagiarism and all acts of plagiarism shall be dealt with promptly. The following guidelines shall apply in dealing with cases of plagiarism at NM-AIST:

- (i) A Scholar shall be considered to have committed an act of plagiarism if a Supervisor, Examiner, Research group Leader or Member of any Committees or any other person that is responsible for checking and certifying compliance with approved academic standards observe the following: A Scholar has submitted or presented the work of another person as his or her own;
 - (a) A Scholar has submitted the same, or substantially the same work more than once at NM-AIST or another institution for publication or degree award;
 - (b) A Scholar has fabricated, falsified or doctored data or research results, records, information or documents;
 - (c) A Scholar has not acknowledged the work of another person while the same has been used in preparing a publication, dissertation/ project or thesis;
 - (d) Two or more Scholars have colluded or collaborated to produce the same work submitted by each for publication, dissertation/project or thesis without prior permission for such collaboration by relevant authorities;
 - (e) Availability of evidence that the Scholar has used, by payment or otherwise, a third-party to produce part or the whole publication or dissertation/project/thesis submitted for the award of a degree.
- (ii) All dissertations, theses, project reports and other publications submitted by Master's and

PhD Scholars at NM-AIST shall be subjected to plagiarism test.

- (iii) The maximum accepted level of plagiarism for any scholarly work produced by Scholars at NM-AIST shall be 20%.
- (iv) All suspected cases or alleged acts of plagiarism shall be referred to the Senate Teaching and Learning Committee for investigation. The Committee shall have powers of summoning Scholars and members of staff, as it deems necessary for purposes of examining the cases for evidence of plagiarism. The Senate Teaching and Learning Committee shall submit a report of its findings and its recommendations to Senate for appropriate action to be taken.
- (v) Depending on the nature and extent or seriousness of the act of plagiarism committed, the Senate shall apply the following sanctions:
 - (a) The Scholar's work (research proposal, dissertation/project, thesis or publication) be rejected and the Scholar be required to re-write or undertake research work.
 - (b) The Scholar be discontinued from studies.
 - (c) The degree or other academic granted already awarded to the Scholar by the University be withdrawn.
- (vi) Plagiarism report signed by supervisor will be submitted in line with all other documents such as research/project proposal, project report, dissertation/project/thesis for examination, manuscript for journal publication and dissertation/project/thesis for final submission.

9.0 APPEAL PROCEDURES

Procedure for appeal on provisional semester results shall be handled as follows:

- (i) Scholars' appeals shall be addressed to the Dean of School through the Research group Leader/research group leader using appeal forms (**Appendix XVI**) within seven (7) days from the date of publication of provisional results. In exceptional cases such as illness, appeals may be lodged beyond the prescribed time upon approval by Chairperson of the Senate.
- (ii) The Dean of School shall appoint Appeal Panel whose responsibilities will be to scrutinize the authenticity of the appeals and recommend to the Senate Teaching and Learning Committee for consideration, which shall, in turn, forward its recommendations to the Senate for appropriate action.
- (iii) No appeal shall lie in respect of any examination on any ground except where unfair marking, wrong computation of marks or grades or other similar irregularity committed in the conduct of any University examination is alleged.
- (iv) If appeal by the Scholar is related to unfair marking the DVC-ARI shall call for an independent/External Examiner to re-examine the examination and provide report to DVC-ARI who shall then forward them to the Senate with observations and recommendations.
- (v) No appeal shall be lodged against coursework marks unless there is a reasonable proof that the Scholar had no prior knowledge of the error due to reasonable

circumstances beyond his/her control.

- (vi) If a Scholar notices any error with the coursework marks, she/he shall consult the member of academic staff who administered the course or subject during the semester for a possible clarification or correction before commencement of the University examinations.
- (vii) No appeal will be entertained under the following conditions:
 - (a) The Scholar appeals for re-marking of examination script but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the Examiner.
 - (b) If it rises for the first-time issues concerning the supervision, teaching or coursework assessment. Such matters will only be considered if the Scholar had raised them promptly and in writing, at the time when they first arose.
 - (c) A Scholar alleges illness or other factors while he/she had an opportunity to postpone studies or examination(s) but voluntarily opted not to take seize opportunity.
- (viii) Any member of the appellant's School who participated in the making of the decision against which appeal is lodged shall not have a voting right in the Senate over such an appeal and may only participate in terms of presentation of findings and recommendations of the appellant's School Board by answering queries, as the case may be, and shall otherwise be absent from the Senate session considering any such appeal.
- (ix) Any Scholar or Scholar aggrieved by a decision of Senate on terms of the provisions of regulation regarding examination irregularities may apply for review of the decision made by the Senate.
- (x) Appeals made under regulation 8.0(i) above, shall be lodged to the Deputy Vice-Chancellor for Academic, Research and Innovation who shall forward them to the Senate with observations and recommendations.
- (xi) Any Scholar who wishes to lodge an appeal shall pay a fee as stipulated in the NM-AIST fee structure
- (xii) A Scholar may re-appeal to the Senate against the decision of the Senate on his/her appeal by lodging the appeal through the DVC-ARI. Such an appeal shall only be entertained if it had at first been rejected by the Senate and if the Scholar presents new developments and/or grounds that were not and could not be made available to Senate at the first appeal.
- (xiii) The Senate's decision on an appeal shall be final and conclusive and no further appeal shall be entertained regarding the same issue.
- (xiv) In the case that a Scholar's appeal has been successful, the respective School will have the responsibility of setting an examination for the Scholar when deemed necessary.

10.0 POSTPONEMENT, FREEZING AND DE-REGISTRATION FROM STUDIES

Scholars registered for Master's and PhD studies at NM-AIST may postpone, freeze or de-register from studies if there are compelling reasons and upon approval by the Senate. Postponement of studies may be considered for Scholars at coursework phase while freezing of studies will be applicable to Scholars under research phase.

10.1 Postponement of Studies

- (i) Postponement of studies may be granted by the Senate only on the following conditions:
 - (a) A Scholar who has secured admission at NM-AIST but not yet registered may be permitted by the Senate to defer registration for a period of up to one year during which his/her admission will remain valid.
 - (b) A Scholar who intends to postpone studies shall apply in writing by filling postponement form (**Appendix XXI**), through his/her respective School to the Chairperson of Senate.
 - (c) A registered Scholar may be allowed to postpone studies before commencement of studies
 - (d) An applicant for postponement of studies shall be deemed to have secured permission for postponement after approval of his/her application from Chairperson of the senate.
- (ii) Scholar that will have been granted permission to postpone studies after registration shall, upon resumption of studies, be required to start as fresh scholar. The already paid University fees shall be carried over upon resumption, or pay the difference in case of fee increment. No Scholar shall be allowed to postpone studies after commencement of an academic year except under special circumstances. Permission to postpone studies will be considered after producing satisfactory evidence of the reason for postponement. Special circumstances shall include:
 - (a) Sickness or serious social problems (each case to be considered on its own merit);
 - (b) Employer has requested the respective Scholar to attend special assignments, as the case may be; or
 - (c) Severe sponsorship problem.
- (iii) A Scholar who wishes to resume studies after postponement must give notice in writing of one month prior to the expiry of his/her postponement period to the DVC- ARI through the Research group Leader and Dean of School.
- (iv) A Scholar requesting for postponement of studies shall carry over and re-sit or sit for supplementary examinations in all subjects he/she is entitled to upon resumption of studies.

10.2 Freezing Studies

- (i) Permission to freeze studies will be considered after producing satisfactory evidence of the reason for freezing studies. Special circumstances shall include:
 - (a) Sickness or serious social problems (each case to be considered on its own merit).
 - (b) Severe sponsorship problem.
- (ii) Conditions for freezing studies at NM-AIST shall be as follows:
 - (a) A Scholar who has embarked on research work may be allowed to freeze studies for a maximum period of one year.
 - (b) A Scholar that has frozen studies may request for an extension of freezing studies for a further period of intervals not exceeding one year if there are compelling reasons to the satisfaction of the Senate. The year during which studies were frozen shall not be counted as part of the registration period of the Scholar.
 - (c) Scholars resuming studies after a freezing period may need to have their research proposals reviewed in order to ascertain the validity of their proposals has not been overtaken by time.
- (iii) A Scholar who wishes to resume studies after freezing must give notice in writing of one month prior to the expiry of his/her freezing period to the DVC-ARI through the Research group Leader and Dean of School.

10.3 Deregistration from Studies

Regulations for de-registration from studies at NM-AIST shall be as follows:

- (i) A Scholar may apply to de-register by filling deregistration form (**Appendix XIX**) from the University at any phase of the study programme giving reasons for the same.
- (ii) A de-registered Scholar ceases henceforth to be a Scholar of the University.
- (iii) Fees paid to the University shall not be reimbursed to the Scholars or sponsors of the Scholar that deregisters from the University.
- (iv) Scholars de-registering before payment of the applicable University fees shall be required to pay all the fees for services already rendered to them by the University.
- (v) A de-registered Scholar may apply for re-admission to the same study programme after at least one year has elapsed after de-registration.
- (vi) A Scholar who fails to comply with the requirements prescribed for studies at NM-AIST shall automatically be deregistered from studies.

10.4 Discontinuation from Studies

- (i) Circumstances that may lead to Scholar's discontinuation from studies include the but not limited to the following:
 - (a) Failure to renew registration for studies without a reasonable cause

- (b) Academic grounds such as low GPA, failure in a course, programme or dissertation/project/thesis or failure of submission of dissertation/project/thesis within the prescribed period without reasonable cause
 - (c) Abscondment from studies without a reasonable cause
 - (d) Abscondment from tests, assignments, term papers, examination(s), oral presentation or *viva voce* without reasonable cause.
 - (e) Failure to submit a research proposal within the prescribed period without compelling reasons
 - (f) Failure to submit a written research progress report to the supervisor(s) or for a period of at least 6 months
 - (g) Failure by the Scholar to maintain satisfactory academic and/or research progress as stipulated in the regulations governing progress of Scholar pursuing studies at the University.
 - (h) For Scholar undertaking research work, supervisor(s) may recommend discontinuation of Scholars who fail to maintain satisfactory research progress in any phase of their Master's or PhD programme. In such cases, the supervisor shall prepare a comprehensive report to support the recommendation for discontinuation of the Scholar through the Research group Leader to the School Board which will scrutinize it before transmission of the same to the Senate for consideration.
- (ii) Acts of indiscipline that contravenes with national laws, University Scholars' By-Laws and any other University regulations and guidelines.
 - (iii) A scholar who will be discontinued from studies shall be given fourteen calendar days, from the date of notice, to make a submission of appeal against the decision of the Senate.
 - (iv) A Scholar who has been discontinued from studies on academic grounds other than involvement in examination irregularities may be re-admitted to the same or other programme offered by the Institution upon expiry of one academic year following the discontinuation if he/she meets the applicable entry requirements.
 - (v) No fees paid to the University will be reimbursed to any Scholar or sponsor in the case of discontinuation of a Scholar from studies for whatever reasons.

11.0 PRESERVATION OF EXAMINATION SCRIPTS

Schools shall preserve examination scripts in the examination strong room for the purpose of reference for a period of two (2) academic years after the end of the respective examinations. The disposal of the examination scripts will be handled with maximum confidentiality after written approval from Senate.

12.0 ISSUANCE OF TRANSCRIPTS, ACADEMIC CERTIFICATES AND CERTIFICATION

12.1 Issuance of Transcripts and Certificates

Issuance of academic certificates and transcripts shall be conducted in accordance with the following procedures:

- (i) Applications for certificates and transcripts shall be made by using the prescribed application forms (**Appendix XVII**).
- (ii) Certificates and Transcripts shall be collected in person except for an international graduate who may request to be sent via courier recommended by NM-AIST through documented address at a time of his/her departure, where the applicant shall meet the delivery cost. However, NM-AIST shall not be responsible for any loss or damage of the certificate and transcript sent via courier service.
- (iii) The University by any circumstance shall not be responsible for loss or damage of posted certificate/transcript that has been sent to a graduate.
- (iv) Application for transcripts shall be lodged to the respective Dean of School. Whereas, application for degree certificate shall be lodged to the office of DVC-ARI.
- (v) A graduate requesting the transcript shall be required to submit a copy of clearance form to School that confirms that he/she does not owe the University any dues.
- (vi) A graduate requesting the certificate shall be required to submit a copy of transcript.
- (vii) Presentation of a proof for the applicant's identification bearing a certified photograph of the applicant. Certified photograph shall mean a photograph affixed to the identification document after its confirmation and authentication such as a certified copy of the passport, national identification card, employee's identification card, National Health Insurance identification card, driving license etc.
- (viii) The Deputy Vice-Chancellor for Academic, Research and Innovation or any other person appointed by relevant authority on his/her behalf may certify and/or authenticate a certificate as the true copy of the original.
- (ix) Dean of School or any person appointed by relevant authority on his/her behalf may certify and/or authenticate transcript as the true copy of the original document.
- (x) Certification of copies of certificates or transcripts shall be made upon payment of a fee approved by the Council from time to time.

12.2 Replacement of Certificate

In case of loss, destruction (partial or total) of the original certificate or a copy thereof, the University may issue a copy or another copy on condition that:

- (i) The applicant produces a sworn affidavit;
- (ii) A certificate so issued shall be marked "COPY" across it;
- (iii) The replacement certificate shall not be issued until a period of 12 months has elapsed

from the date of such loss; except that such replacement may be issued within a shorter period in cases of partial destruction of the original certificate or of a copy thereof.

- (iv) The applicant must produce evidence that the loss has been reported to the police and adequately publicly announced with the view of its recovery in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place; and
- (v) Payment of replacement fee as determined by the Council from time to time.

13.0 SPECIAL PROGRAMME DELIVERY SYSTEMS

The Standard 3.11 of the *Hand Book on Standards and Guidelines for University Education in Tanzania* spell-out that universities shall be eligible to offer academic programmes involving double / joint multiple / parallel degree arrangements jointly with another university, or to allow a Scholar to pursue two programmes simultaneously in the same or with another university, provided that the quality assurance provisions set by the Commission are complied with.

The NM-AIST shall permit Scholars to take and complete a part of their programme of studies from any other recognized universities for which the Scholars can obtain a joint degree award provided that such arrangement is supported by a memorandum of understanding (MoU) or any such agreement signed jointly by the universities involved. The following categories of special programme delivery systems may apply:

13.1 Double degrees

13.1.1 Forms of Double Degrees

In Double degrees, two degrees might be offered in the same subject area or in two totally different subjects. In this case the Scholar will register for the two degrees in parallel and will be offered two awards. In this regard, the period of study is usually longer than a single programme but shorter than if the two degrees were taken separately. The NM-AIST may establish collaboration to offer Double Degrees in either of the following forms:

- (i) Two-degree programmes offered within the NM-AIST (E.g. Master of Science in Sustainable Agriculture and Master of Science in Biodiversity and Ecosystem Management) or
- (ii) Offer double degrees as recognized degree certificates issued by NM-AIST and another accredited institution involved in an integrated study programme.

13.1.2 Advantage of Double Degree

- (i) The Scholar undertaking double degree will be useful when one aspires to have two (2) career goals and achieve them in a shorter time and save money as well.
- (ii) Different universities will offer different degrees/diplomas based on the same study/work and therefore the ownership of the programme is shared in equal terms.
- (iii) The Scholar draws on expertise such teaching, thesis supervision and the research

specialties of different institutions.

13.1.3 Award of Degree

The award obtained through double/joint/multiple/parallel degree programme represented by a certificate from each of the awarding universities shall consist of the following features:

- (i) Logo of the awarding university;
- (ii) Statement indicating that the awarding university grant the award jointly with another university or universities, whose name/names shall also be indicated on the certificate;
- (iii) Signatures of authorized persons in the awarding university; and
- (iv) The institutional seal of the awarding university.

13.2 Joint degree

13.2.1 The Structure of Joint Degree

The NM-AIST may offer a Joint Degree where:

- (i) An academic programme will be offered in collaboration between at least two autonomous degree-granting institutions which leads to an award of a degree, where a single degree certificate is issued by two or more institutions offering an integrated study programme by jointly supervise the duration of the programme and apportion time between the collaborating institutions.
- (ii) The single degree certificate offered will be signed by the statutory organs of NM-AIST and all other participating universities and there will be no issuance of single degree certificate from individual university for the same award.
- (iii) The duration of the programme will not be specified beyond that in single university and thus Scholars will have the advantage of completing a joint programme in the same time period as an individual programme from one of the respective institutions.

13.2.2 Degree Award

The award obtained through joint degree programmes represented by a single certificateshall consist of the following features:

- (i) Logo of each of the awarding universities;
- (ii) Statement indicating that the awarding universities grant the award jointly;
- (iii) Signatures of authorized persons in each of the awarding universities; and
- (iv) The institutional seal of each of the awarding universities.

13.3 Collaborative Degree

14.3.1 Modality of Delivery

The NM-AIST may offer collaborative degree whereby:

- (i) NM-AIST having the capacity to supervise and offer degree jointly participate with another institution that has no the capacity of offering degree but with individuals with ability to supervise.
- (ii) The NM-AIST will team-up to collaborate, supervise Scholars with other institution to collaboratively supervise Scholars with NM-AIST.

13.4 Aegrotat and Posthumous degree Awards

13.4.1 Aegrotat degree award

- (i) Aegrotat at qualification may be awarded to a Scholar who had left the University on established medical grounds after receipt of positive examination reports of his/her dissertation/thesis but fails to attend the oral presentation/viva voce examination.
- (ii) The Research group Leader after consultation with the Dean of School in which the Scholar was registered shall formally make a request to the Senate through STLC for the aegrotat degree to be considered for award.
- (iii) The Senate on the recommendation of the STLC shall make the final decision on the award of the aegrotat degree.
- (iv) The aegrotat degree shall be awarded by Senate upon recommendations from the school in which the scholar was registered through STLC.
- (v) This aegrotat award shall be considered as a terminal award and thus shall not be used for professional practices by the awardee. However, the aegrotat award may be used for non-professional related employment.

13.4.2 Posthumous degree award

- (i) A posthumous qualification may be awarded to a deceased Scholar after receipt of positive examination reports of his/her dissertation/thesis but fails to attend the oral presentation/viva voce examination or dies before the date of conferring the degree.
- (ii) The Research group Leader after consultation with the Dean of School in which the Scholar was registered shall formally make a request to the Senate through STLC for the posthumous degree to be considered for award.
- (iii) The Senate on the recommendation of the STLC shall make the final decision on the award of the posthumous degree.
- (iv) The word “posthumous” shall appear in all relevant documents of the deceased Scholar such as dissertation/thesis, transcript, certificate, and other academic records.
- (v) If the next of kin so desires, the posthumous degree shall be awarded in the name of the deceased Scholar and shall be announced at the next graduation ceremony.

13.5 Other Guidelines on Special Programme Delivery Systems

The following requirements should be met for a Scholar to undertake double, joint or collaborative degrees:

- (i) A Scholar enrolled in a degree programme under regular mode may be allowed to pursue a maximum of one additional degree programme simultaneously under open/distance mode from the same or a different university; however, no Scholar shall take two-degree programmes simultaneously under regular mode.
- (ii) A Scholar pursuing a degree programme under regular mode may pursue a maximum of one certificate/diploma/advanced diploma/postgraduate diploma programme simultaneously either in regular or open and distance mode in the same university or from other institutions.

14.0 POSTDOCTORAL ASSOCIATESHIP

14.1 Definition

Referred as Post Doc is a time limited research and academic position held by individual who recently completed their doctoral degree (PhD) in specialized area. Main purpose of Postdoctoral associateship is to provide the candidates with an opportunity to further advance their research knowledge in specialize subject and make positive contribution to the field of specialization.

14.2 Objectives of postdocs

- (a) Allow Schools and established research units to recruit excellent postdoctoral candidates to enhance their research activities.
- (b) To provide outstanding postal doctoral candidates from within and outside NMAIST with an opportunity to develop and transfer new skills to NMAIST or to other institutions.
- (c) To develop the careers of postdoctoral candidates as academicians by involving them in teaching and supervision of postgraduate Scholars.
- (d) To enable Schools/research units to develop new areas of research and enhanced research productivity through increased level of publications and postgraduate Scholar outputs.

14.3 Eligibility

Postdoctoral associateships are open to individuals who have recently completed a doctoral degree, in a relevant field, and who wish to advance their research careers.

14.4 Application of candidacy

Application should be sent through the Dean of School and should detail the motivation and contribution that the applicant will make to the school.

14.5 Duration of award

The duration of the post-doctoral fellowship shall be for a minimum of 01 year to a maximum of 02 years. The fellowship will be awarded annually and its renewal/termination will be based on Post-Doctoral Fellow mentor/peer group appraisal conducted by the Post- Doctoral Fellowship Research Assessment Committee.

14.6 Regulation guiding post-doctoral registration

- (i) Postdoctoral candidates will be registered for one year (12 months) or two years (24 months) as approved by the Senate. In case of two years post-doc program, satisfactory progress during the first year will determine whether the post-doc fellow should continue with 2nd year upon approval by senate.
- (ii) No candidate shall retain the Postdoctoral position for more than two years. Candidates wishing to continue with research after post-doctoral program shall register as research associates.
- (iii) For the duration of two years, a satisfactory progress report at the end of the first year will justify continuation to the second year.
- (iv) Progress for postdoctoral candidates shall be monitored through submission of progress reports on six monthly bases as is the case for Master and PhD Scholars and through seminar presentations.
- (v) The postdoctoral candidate will be required to present at least two public seminars, one of which should be at the end of the study period.
- (vi) At the end of the post-doctoral programme, candidates will be required to submit a comprehensive final report, describing the nature of the research work, methods applied, research achievements, publications made and recommendations for furthering the research work.
- (vii) Upon successful completion of the Postdoctoral programme by the candidate certificate will be awarded. This shall indicate the areas of research specialization, major achievements and the extent of involvement in teaching.

14.7 Termination

The NM-AIST shall have the right to terminate this appointment at any time (with relevant measures) if it seems appropriate especially in situations of misconduct or violating institutional and national policies/laws. If such happens, appropriate legal measures shall be used including a fine that is equivalent with the damage caused or as may be decided by the university council. The appointed candidate may resign his/her appointment by giving one month notice the appointing authority of the institution

15.0 DOCTOR OF SCIENCE (DSc)

15.1 Definition

Is advanced academic or professional degree awarded to individual in recognition to his personal's significant contributions to specific scientific or technical field.

15.2 Qualification

- (a) Holder of Master's degree of Nelson Mandela African Institution of Science and Technology of at least eight years standing or,
- (b) Holder of PhD of Nelson Mandela African Institution of Science and Technology of

at least five years standing or,

- (c) Holder of a Bachelor's, a Master's or a PhD degree of the former University of East Africa and University of Dar es Salaam or,
- (d) Holder of a degree of any other recognized University of the same standing as indicated in (a) – (c) above provided that at the time of applying for candidacy
- (e) He/she will have served at Nelson Mandela African Institution of Science and Technology in teaching/research or other approved role for a minimum period of four years.

15.3 Eligibility

Have a PhD a degree and a research project.

15.4 Application for candidacy

- (i) A candidate for this award shall normally apply for a Doctor of Science at the School in which the subject of his previous degree(s) was studied.
- (ii) The candidate must apply to the relevant School/Directorate Academic Committee giving sufficient evidence of his qualifications for the
- (iii) Doctor of Science candidacy (e.g., through his/her complete Curriculum vitae).
- (iv) The candidate's application must be accompanied by
- (v) A unifying statement of not more than 5,000 words which concisely, but comprehensively sums up his significant contribution(s) to knowledge in a chosen theme.
- (vi) Together with the unifying statement, the candidate must submit a compilation of his/her important and original published works (excluding work earlier
- (vii) submitted for Master's or PhD degrees). Published works shall mean work printed as book or papers in reputed periodical or work already accepted for publication. Emphasis on published work is taken seriously to ensure that the work submitted for examination has been available for criticism.
- (viii) The candidate's application for candidacy shall be scrutinised by relevant College/School/Directorate of Academic Committee and approved by the University Senate Postgraduate Studies Committee.

15.5 Roles

- (i) To mentor and network staff as well as scholars with commitments to the spirit of excellence in pursuing the mandate of the NM-AIST
- (ii) To promote a research-based/innovation mindset of the NM-AIST by conducting responsive and responsible innovative research through his/her field of expertise
- (iii) Champion establishment of competitive national and/or international-based research chairs, centers of excellence, industrial parks, training factory, industrial spinoffs and high-tech innovation commercialization platforms at and through the NM-AIST.

- (iv) To write contribute to increased enrolment of postgraduate scholars through providing scholarships from his/her ongoing projects and or new grants/financing projects that he/she will bring to the NM-AIST.
- (v) To write mega projects singly or in collaboration with different stakeholders for implementation and/or promotion of the NM-AIST visibility, collaboration and mandate.
- (vi) To be an ambassador of the NM-AIST in advocacy, lobbying and outreach activities for the promotion of the NM-AIST mandate.
- (vii) To contribute in postgraduate training and skills development and in supervising scholars research/innovative projects.

15.6 Duration of award

The duration of the Doctor of Science programme shall be two (2) to five (5) years effective from the date of the appointment and the nature of research project.

15.7 Termination

The NM-AIST shall have the right to terminate this appointment at any time (with relevant measures) if it seems appropriate especially in situations of misconduct or violating institutional and national policies/laws. If such happens, appropriate legal measures shall be used including a fine that is equivalent with the damage caused or as may be decided by the university council. The appointed candidate may resign his/her appointment by giving one month notice the appointing authority of the institution.

15.8 Submission of Published Works and Examination

- (i) The work submitted by the candidate shall be in four copies and be referred to three examiners appointed by the Postgraduate Studies Committee through
- (ii) Recommendations from Deans of Schools. All the examiners shall be external to the University Examiners for the Doctor of Science shall therefore be selected from
- (iii) Among the most highly distinguished international scholars in the subjects, preferably holders of Doctor of Science.
- (iv) The work shall be accompanied by a declaration by the candidate that it has neither been submitted nor concurrently being submitted for a degree award in
- (v) Any other University. Moreover, the candidate shall declare that he/she has not breached any plagiarism standards.
- (vi) The job of the examiners shall be to examine the candidate's contribution to as certain that:
 - (a) The work shows outstanding originality.
 - (b) The candidate's contribution to new knowledge has been substantial.
 - (c) The format of presentation of the candidate's work is acceptable.
 - (d) The examiners shall submit reports on the candidate's published work

recommending in definite terms whether or not the Doctor of Science degree should be awarded to the candidate. In case of disagreement among examiners, the guidelines applicable or PhD examinations shall apply.

- (e) The examiners may recommend the candidate to appear for a viva voce examination. Under such circumstances, the PhD regulations for viva voce examinations shall be used as guidelines.
- (f) A candidate who fails to qualify for the Doctor of Science Award shall not be allowed to re-apply for the same degree until after at least three years.
- (g) The successful Doctor of Science candidate shall be required to give a public lecture on his/her contributions within six months before the date of award.
- (h) Where a candidate fails to present the lecture within the specific period, consideration of the award shall be withdrawn.

OPERATIONALIZATION FORMS APPENDICES

Appendix I: Change of Programme/Specialty/Mode of Study Requisition Form

THE NELSON MANDELA AFRICA INSTITUTION OF SCIENCE AND TECHNOLOGY



CHANGE OF PROGRAMME/SPECIALTY/MODE OF STUDY REQUISITION FORM

(Forms must be filled in duplicate)

Note: Scholar must meet the minimum requirements of the programme/specialization or mode study requesting to be shifted to, at a time of admission

1. Scholar's information (Where registered)

- 1.1 Name
- 1.2 Gender (Male/Female)
- 1.3 Reg. No.....
- 1.4 School.....
- 1.5 Programme:
- 1.6 Specialty.....
- 1.7 Study Mode:.....
- 1.8 Registration Date:

2. Programme information (Requesting to be registered)

- 2.1 School.....
- 2.2 Programme:
- 2.3 Specialty.....
- 2.4 Area of specialization:
- 2.5 Study Mode:
- 2.6 Application Date:

3. Reasons(s) for the Request (Supported with evidence(s))

.....
.....
.....

B: For Office Use

4. Director of Academic Affairs :

Confirm the minimum entry requirements for the candidate request:

.....
.....

Name: Signature: Date:

.....

5. Recommendation of the Dean of School:

.....
.....

Name: Signature:

Date:

6. Remarks of DVC – ARI:

Approved:.....Not approved.....

Name:.....Signature:Date:.....

Copies on file

- 1. Dean/School.....
- 2. Director Academic Affairs.....
- 3. Manager –Information and Communication Technology Unit.....(Effect Changes in the System)

Appendix II: Extension of Studies Form

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



APPLICATION FORM FOR EXTENSION OF STUDIES *(To be filled in duplicate)*

A: Applicant's Profile

Name of Scholar:.....
 Registration No.:..... Date:.....
 Registration Status: (Please tick (√) in appropriate box):

| | | | |
|------------|--------------------------|----------------|--------------------------|
| Registered | <input type="checkbox"/> | Not registered | <input type="checkbox"/> |
|------------|--------------------------|----------------|--------------------------|

 School:.....
 Degree Programme:
 Specialization:
 Degree and Mode of Study (Tick one):

| Degree | Mode | |
|----------|-------------------------------------|--|
| Master's | Coursework and Dissertation/Project | |
| | Research and Thesis | |
| PhD | Thesis | |
| | Coursework and Dissertation | |

Studies due to end on:

.....

Extension requested (Tick one): 1st, 2nd, 3rd 4th

Extension fee receipt(s): Enclosed..... Not enclosed.....

If not enclosed, state the reason:

.....

Reasons for Extension:

.....

Period of extension: From To:

Applicant's signature:

Date:.....

B: For Office Use

1. Recommendation of the Supervisor:

.....

Name: Signature:..... Date:.....

2. Recommendation of the Dean of School:

.....

Name:Signature:
Date:

3. Director of Academic Affairs:

Confirm registration date: CorrectNot Correct.....If not correct, state the correct date:

.....
 Name: Signature:.....Date:

4. Manager- Finance Unit:

Confirm Payment: Amount Paid:..... No payment made

State any overdue payment:.....

Comments (if any).....

NameSignature.....Date:.....

5. Recommendation of the DVC – ARI:

.....

Name:.....

Signature: Date:

6. Chairperson, Senate

| | | | |
|----------|--|--------------|--|
| Approved | | Not approved | |
|----------|--|--------------|--|

Remark(s).....

.....

.....

.....

.....

Name:..... Signature:

Date:

7. Copies on file

1. Director of Scholars' Services:

.....

2. Dean of School:

.....

.....Director of Academic Affairs (Ensure Scholar meets Registration Requirements):

.....

3. Manager of Finance Unit:

.....

4. Manager Information and Communication Technology Unit:(Ensure a candidate is updated in the scholar System)

Appendix III: Scholar Research Progress Form

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



SCHOLAR'S RESEARCH PROGRESS REPORTING FORM

(To be filled in duplicate)

Part A: To be Filled by Scholar

1. Name of the scholar:
2. Registration Number:
3. Degree Programme:
4. Specialization:
5. Nature of the Programme (Please tick (√) in appropriate box):

| | |
|------------------------------|--|
| Course work and Dissertation | |
| Coursework and Project | |
| Research and thesis | |

7. School:
8. Title of the Proposal /Research work:
9. Date of Registration:
10. Expected Date of Graduation:
11. Have you registered as scholar this Semester?(YES/NO):
.....
12. How often have you met supervisor(s) during this quarter?
.....
13. If you have not met, give the reasons:
14. Date of commencement of Research/Project:
.....
15. Attach your detailed research progress (scholar self-assessment research progress form)
16. Signature: Date:

Part B: To be Filled by the Supervisor(s)

17. Names of all Supervisors:
.....
18. Date of appointment as Supervisors:
.....
19. Did the previous Supervisors (if any) hand you any report of the scholar? (Please tick (√) in appropriate box):
Yes No Not Applicable
20. How often have you met the scholar during this quarter?
.....

21. If you have not met, give reasons:

.....

22. What progress has the scholar made so far for the Proposal/Dissertation/Project/Thesis?

| | | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|---------------------------|------------------------------------|--------------------------|
| Research Proposal [Put a Tick (√)] | Concept note | 1 st draft | 2 nd draft | 3 rd draft | Final draft | Presented proposal in seminar | Approved for research |
| Data Collection [Put a Tick (√)] | Starting | Middle | Ending | Data analysis | Starting | Middle | Ending |
| Dissertation/Project/Thesis [Put a Tick (√)] | 1 st Draft | 2 nd draf | 3 rd draft | Others | Submitted for examination | Under correction after examination | Submitted for graduation |
| Number of Publications (Put Arabic Number) | Draft | | Submitted | | Accepted | Published | |
| | | | | | | | |

23. What is the scholar's progress? (Please tick (√) in appropriate box):

Very Good (≥75%) Good (50-75%) Fair (30 – 50%) Poor (≤30%)

24. Any other comment supervisor may wish to make on scholar's research progress:

.....

Name:Signature.....Date:.....

Part C: To be Filled by Chairman of School Board

25. Comments of Chairman of the School Board:

.....

Name:SignatureDate:

Copies on file

1. Dean of School:
2. Director of Academic Affairs:.....

SCHOLARS' SELF ASSESSMENT PROGRESS REPORT

(i) Name of the Scholar:

(ii) Reg. No.....

| SN | Specific Objective | Current Status | Remaining Activities | Strategy to accomplish remaining activities and timeframe |
|--|--------------------|----------------|----------------------|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| Presentations | | | | |
| Include challenges/opportunities the scholar encountered | | Within NM-AIST | | Outside NM-AIST |
| | | | | |

Linkages and Stakeholders Engagement

Publications (Put Arabic Number)

Published:

Submitted:

In preparation / Draft:

Scholar's Signature:..... Date:.....

Appendix IV: Memorandum of Understanding between Scholars and Supervisors

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY

MEMORANDUM OF UNDERSTANDING BETWEEN SCHOLARS AND SUPERVISORS

The objective of the Memorandum of Understanding (MOU) is to outline explicitly the expectations of both Scholars and their supervisors. Clearly defined expectations regarding the responsibilities of all parties are crucial to ensuring good supervisory relationships.

The MOU should be viewed as a tool to assist in the planning and carrying out of a post-graduate project. It should not be viewed as an administrative burden. It represents statements of intent and the implied obligations are what a supervisor and scholar could reasonably be expected to meet under normal circumstances.

The scholar and supervisor(s) should jointly complete both **Part I** and **Part II** of the form soon after the scholar registers for the post-graduate degree. Part II should be modified at the beginning of each subsequent year of registration. If a project changes dramatically, a new MOU should be completed in which the major changes are outlined.

PART I: AGREEMENT COVERING THE ENTIRE PERIOD OF THE DEGREE

(To be filled in Every Academic Year)

1. Scholar Name:.....
2. Scholar Registration Number:
3. Name of Degree Programme:
4. First Date of Registration
5. Part- or Full- Time:
6. Expected Date of Completion:
- ...
8. Thesis Title (Initial title):
.....
.....
9. **Brief Description of Project (< 200 Words as separate attachment):**
.....
.....
.....
10. **Supervisor Details**
 - (a) Principal Supervisor:
 - (b) Highest Qualifications:

Outline the main responsibilities of supervisor in relation to the research project:

1. To supervise all the tasks pertaining to this project/research.
2. To inform scholar of the tasks to be completed in order to keep within the timeframe of this study

3. To supervise the submission of papers, articles or any findings to relevant journals (b) Co-Supervisor(s):

11. Availability of Supervisor

Highlight any absence of supervisor(s) foreseen during the duration of the scholar's degree. This should include leave/sabbaticals/extended overseas trips. If supervisor is envisaged to be absent for an extended period (> 6 weeks), then arrangements for supervision should be clearly spelled out.

During the principal supervisor's absence one of the co-supervisor(s) will take over the responsibility of supervising the project and the Principal Supervisor should delegate in writing copying all other supervisors.

12. Leave of Absence of Scholar

- (a) Stipulate how much leave (per annum) the scholar would be entitled to. Where possible give an indication of dates. The scholar will be entitled to one leave period per annum from _____/_____/20__ to _____/_____/20__.

- (b) Outline any arrangements for the scholar to undertake extended periods of research work to be done away from NM-AIST. Supervision arrangements during this time should be clearly defined. Funding arrangements should also be outlined where possible.

Arrangements: Part of the research work will be done at and supervision would be

.....

Funding: The scholar will use the fund which has been allocated for research by Sponsor and in case the money is not enough the scholar will seek a top up fund from his employer/ out-source.

13. Prescribed Seminar/Courses/Workshops

Agree on any formal courses, workshops etc. the scholar would need to attend as part of his/her degree programme.

| SN | Descriptions | Tick Whichever applicable |
|----|--|---------------------------|
| 1 | Seminar/Workshop/Course of study | |
| 2 | Research Proposal Writing | |
| 3 | Acquaint himself with the ICT to improve Research/ Dissertation/ Project Writing | |
| 4 | Research Methodology | |
| 5 | Data Analysis | |
| | Paper Writing | |

14. Time Allocation

Outline the number of hours/ weeks the scholar is expected to spend in the laboratory /field and on the project as a whole. Where possible break this down into more clearly defined task as per the categories below:

Proposal writing:..... (Months)

Literature (searching/reading): (Months) Data Collection

and/or Laboratory Analysis: (Months) Data Analysis:

..... (Months)

Writing (Drafts): (Months) Workshop/Meeting/Presentation:
 (Months) TOTAL STUDY 24/36... (Months)

15. Space Allocation

Indicate where the scholar would have laboratory space and whether a personal bench/desk/office would be available (Specify the Laboratory and Location (E.g: Materials Laboratory section at NM-AIST, Arusha)

| S/N | Name of Laboratory | Type of Analysis | Name of institution, Region and Country |
|-----|--------------------|------------------|---|
| 1. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

16. Computer Facilities

Define the computer facilities available to the scholar. Specify the arrangements regarding access to these facilities (E.g.: There is a personal computer connected to Internet and printer. These facilities can be accessed any time).

.....

17. Financial Arrangements for the Project

(a) Outline details of funding assistance if any that the supervisor is able to guarantee to support the project. The funding available should be broken down into the following main categories, bursaries, conferences, running expenses, and others (specify). This should be summarized for each year of the project.

| Item | Year 1 | Year 2 | Year 3 | Year 4 |
|-----------------|--------|--------|--------|--------|
| Bursaries | | | | |
| Conferences | | | | |
| Running | | | | |
| Other (specify) | | | | |

Note: A supervisor is not obliged to provide a scholar with a bursary but will obviously assist the scholar to access funding wherever possible.

(b) Repayment

Attach any contract showing payment in case a scholar would be liable to repay any bursary and/or other funding received if he/she drops out of his/her studies or is refused re-registration on the grounds of unsatisfactory progress.

.....

 (Specify the insurer of the contract(s))

18. Publication Issues

(a) In preparing manuscripts for publication, who will be responsible for writing the first draft? Who will be the first author and who will be listed as the corresponding author?

The scholar will be responsible for writing the first draft and the principal and co-supervisor(s) will be consulted. Therefore, the scholar will be the first and corresponding author.

(b) Will the scholar be a co-author on any other academic outputs that may arise from results obtained from the scholar's project?

The scholar can be a co-author on any academic outputs from this project in case the first draft was written by either principal supervisor or co-supervisor(s).

(c) Data Ownership

Data will be owned by the Nelson Mandela African Institution of Science and Technology (NM-AIST).

19. Outline any issues regarding the ownership of data obtained from this project. This should include the ownership of lab-record books, notes, computer disks etc.

Not applicable.

The scholar will own devices which will be used for the research study including, notes, computer disks and laptop but laboratory record books and its corresponding notes will be owned by the NM-AIST.

20. Outline any Other Issues Relevant to this Project

.....
.....

PART II

This part should be completed first on registration and then at the start of each subsequent year.

SCHOLAR NAME:

SCHOLAR REG. NO.

DEGREE:

DATE OF 1ST REGISTRATION:

1. Additional Duties

Outline any additional teaching, demonstrating or other part-time employment the scholar has Givehours/week for each task (if any).

- (i)
- (ii)
- (iii)

2. Funding Arrangements for Current Year

Stipulate any additional funding available to the scholar over and above that specified in **PART I** (Including payment for supervision, demonstrating etc).

The sponsor of the scholar (Specify the funder) has deposited in the University account.

3. Arrangements Around Communication

- (a) How often will scholar have scheduled meetings with supervisor(s)?
The scholar will meet with ALL supervisors either physically or virtually at least once a month.
- (b) Define the nature of the meeting.
The nature of the meeting will be either one-to-one or scholar or one/more supervisors.
- (c) Outline the format of the meeting.
 - (i) Consultative meeting of scholars' research progress to individual or group of supervisors as the case may be.
 - (ii) Presentation of scholars' research progress to individual or group of supervisors in every month's meetings.
 - (iii) Presentation of scholars' research progress to the quarterly graduate Seminars organized by School.
- (d) How will the scholar access the supervisor for unscheduled meetings or to ask for advice?

The scholar must ask permission through e-mail and not SMS or phone call if the supervisor has free time for the meeting.

(e) Progress Reports

How often will the scholar be required to submit a progress report?

- (i) The Scholar will present Quarterly reports which will build the basis of the report to be submitted to the Senate in the respective Semester using the specific form given by the University.
- (ii) Deliverables will be expected as outlined in the Research Proposal Work plan.
- (iii) The scholar may be required by the sponsor/employer to submit a progress report of his study and the report will consist of what has been accomplished according to the plan and what will be done in the specified time period.

(f) Supervisor, Response Time

| S/N | Reading and return comments for research proposal | Maximum time |
|-----|---|------------------------------|
| 1. | Master concept note | 14 working days |
| 2. | Master Proposal | 14 working days |
| 3. | PhD concept note | 15 – 20 working days |
| 4. | PhD proposal | Up to 30 working days |
| | Reading and return comments for research report | Maximum time |
| 1. | Master | 15 - 20 working days |
| 2. | PhD | Up to 30 working days |
| 3. | Submitting the symposium report | 14 days after returning back |

4. Study Outputs

4.1 Dissertation/Thesis/Project

(i) List the chapters or parts of dissertation/thesis/project that needs to be prepared during the current year. Expected dates of submission to the supervisor should be given.

- (a) Research Proposal / /20
- (b) Introduction (Chapter One) / /20
- (c) Literature Review (Chapter Two) / /20
- (d) Research Methodology (Chapter Three) / /20
- (e) Results and Discussion (Chapter Four) / /20
- (f) Conclusion and Recommendations (Chapter Five) / /20

(g) Others (Specify) / /20

..... / /20

..... / /20

..... / /20

(ii) Give supervisors response time for reviewing thesis drafts.

- (a) Response time will depend on number of pages submitted and frequency of meetings.
- (b) The maximum return time will be within 3 weeks for Masters and 4 weeks for PhD scholar after having received the submission (a response will be ready by a next meeting).

(ii) How many drafts of each section of the thesis will the supervisor review?

- (a) The supervisor will review all drafts
- (b) However; changes that are indicated or suggested must be implemented in the new draft –before it will be reviewed again.
- (c) Therefore, the scholar must submit the corrected draft together with the new draft.

4.2 Publications

Agreement on the number of publications the scholar is expected to prepare for the current year. Outline the target date for submission as well as the journal to which manuscript will be submitted.

| S/N | Name of the Journal | Number of publication(s) | Date for submission |
|-----|---------------------|--------------------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |

4.3 Seminars

(i) List the presentations that scholar is expected to make during graduate seminars organized by the School.

| S/N | Type of Presentation (Concept note, Data collected, Data analysis etc) | Date of graduate Seminar |
|-----|--|--------------------------|
| | | |
| | | |
| | | |
| | | |

(i) List the seminars the scholar is obliged to attend.

| S/N | Name of Seminar/ Expected to be attended | Capacity in which the scholar will be attending | Institutionn, Town, Country | Date |
|-----|--|---|-----------------------------|------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(d) Other Outputs

Name any other research outputs envisaged during the current year. Give anticipated dates.(i)

.....

(ii)

(iii)

5. Research Visits

Outline any research visits the scholar is expected to undertake over the next 12 months. This could include exchange visits to other universities or on-site experience with an industrial collaborator.

(i)

(ii)

(iii)

6. Other Duties

Outline any tasks the scholar is expected to perform for the research group. Give the number of hours/week

(i) (..... hours/week)

(ii) (..... hours/week)

(iii) (..... hours/week)

7. Other Expectations

Highlight any other expectations for the year.

.....

9. Signatures

The scholar and supervisor(s) agree to the above issues.

- | | | |
|-----|----------------------|-------------|
| 8.1 | Scholar: | Date: |
| 8.2 | Supervisor: | Date: |
| 8.3 | Co-Supervisor: | Date: |
| 8.4 | Co-Supervisor: | Date: |
| 8.5 | Co-Supervisor: | Date: |
| 8.6 | Co-Supervisor: | Date: |

10. Date submitted to the Dean of School

- 9.1 Name of School:
- 9.2 Name of Dean of School:
- 9.3 Signature of Dean of School: Date:
-

Appendix V: Master's Research Proposal Evaluation Form

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



MASTER'S RESEARCH PROPOSAL EVALUATION FORM

Name of School:

Scholar's Name: Reg. Number:

Name of the Programme of Study:

Title of the Research Proposal:
.....
.....

Date of Defense:

Please review the attached evaluation guidelines and provide your assessment below.

| S/N | ITEM FOR ASSESSMENT | Max Score (%) | Score Awarded (%) | Comments |
|-----|--|---------------|-------------------|----------|
| 1. | Introduction [Background and Justification] | 10 | | |
| 2. | Significance of Study [Problem Statement and expected Innovative solution] | 10 | | |
| 3. | Objectives, Hypotheses/Research Question | 10 | | |
| 4. | Theoretical and Conceptual Framework & Quality of Literature Review | 10 | | |
| 5. | Research Methodology I. Proposed research methods are clearly outlined (10) II. The research/project design, methods of data collection and analysis are appropriate to the aims/objectives of the research/project (10) III. The methods/Tools used are relevance/new in the field of study (10) | 30 | | |
| 6. | Potential impact of the research/project to the society and industry [either 5 marks] I. Service/solution/prototype II. Commercialization | 5 | | |
| 7. | Realistic timelines | 5 | | |
| 8. | Dissemination plan to stakeholders, wider public and to the community studied Publications/leaflets/knowledge exchange/meetings) | 5 | | |
| 9. | A detailed and feasible budget and a clear justification of expenditures | 5 | | |
| 10. | Evidence of Originality and creativity- | 5 | | |
| 11. | Organization of the research proposal | 5 | | |

| | | | |
|--|------|--|--|
| Total Score (%) | 100% | | |
| a) Score Awarded from report = % Total Score Awarded X 0.6 | | | |
| Oral presentation of the proposal total scores | 100% | | |
| b) Score awarded from Oral presentation: % total score awarded X 0.4 | | | |
| Total Scores (including oral presentation) = Final Score Awarded from report+ Oral presentation [a+b] | | | |

***Note: The final score awarded weighs 100 scores.**

General Comments: _____

.....

Please indicate if:

Research Proposal is

- Accepted (above 90%)
- Accepted with minor corrections (70% to 90%)
- Accepted with major corrections (60% to 69%)
- Rejected and has to be resubmitted (below 60%)

Panel Member:

Name (s):

Designation:

Signature:

Date:

Appendix VI: PhD Research Proposal Evaluation Form

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



PHD RESEARCH PROPOSAL EVALUATION FORM

Name of School:

Scholar's Name: Reg. Number:

Name of the Programme of Study:

Title of the Research Proposal:

.....

Date of Defense:

Please review the attached evaluation guidelines and provide your assessment below.

| S/N | ITEM FOR ASSESSMENT | Max Score (%) | Score Awarded (%) | Comments |
|-----|--|---------------|-------------------|----------|
| 1. | Introduction [Background and Justification] | 10 | | |
| 2. | Significance of Study [Problem Statement and expected Innovative solution] | 15 | | |
| 3. | Objectives, Hypotheses/Research Question | 10 | | |
| 4. | Theoretical and Conceptual Framework & Quality of Literature Review | 10 | | |
| 5. | Research Methodology (i) Proposed research methods are clearly outlined (5) (ii) The research/project design, methods of data collection and analysis are appropriate to the aims/objectives of the research/project (5) (iii) The methods/Tools used are new/relevant in the field of study (5) | 15 | | |
| 6. | Potential impact of the research/project to the society and industry I. Service/solution/prototype II. Commercialization | 10 | | |
| 7. | Realistic timelines | 5 | | |
| 8. | Dissemination plan to stakeholders, wider public and to the community studied | 5 | | |

| | | | | |
|---|--|-----|--|--|
| | (i) Publications /leaflets/knowledge exchange/meetings (3) (ii) Policy briefs to inform policy makers (2) | | | |
| 9. | A detailed and feasible budget and a clear justification of expenditures | 5 | | |
| 10. | Evidence of Originality and creativity- | 10 | | |
| 11. | Organization of the research proposal | 5 | | |
| Total Score (%) | | 100 | | |
| a) Score Awarded from report = % Total Score Awarded times 0.6 | | | | |
| Oral presentation of the proposal | | 40 | | |
| b) Score awarded from Oral presentation: % total score awarded X 0.4 | | | | |
| Total Scores = Final Score Awarded from report+ Oral presentation [a+b] | | | | |
| Total Scores (including oral presentation) = Final Score Awarded + Oral presentation | | | | |

***Note: The final score awarded weighs 100 scores.**

General Comments:

Therefore, the Research Proposal is

- Accepted (above 90%)
- Accepted with minor corrections (70% to 90%)
- Accepted with major corrections (60% to 70%)
- Rejected and has to be resubmitted (below 60%)

Panel Member:

Names: _____

Designation: _____

Signature: _____

Date: _____

Appendix VII: Master's Research Proposal Oral Presentation Evaluation Form

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



MSc ORAL PRESENTATION OF THE PROPOSAL

| SN | Evaluation Criteria | Max Score | Score Awarded (%) | Comments |
|----|---|-------------|-------------------|----------|
| 1 | Introduction: I. Provides outline for presentation (5marks) II. Provides relevant background information (10 marks) | 15 | | |
| 2 | Subject Matter: Coverage: Well covered and address the gap (40 marks) | 40 | | |
| 3 | Conclusion: I. Recaps the main points of the subject (10 marks) II. Gives a clear statement of the conclusion or current status (15 Marks) | 25 | | |
| 4 | Presentation skills: I. Makes eye contact with audience, doesn't overuse notes (5 mark) II. Has good voice volume, Uses appropriate gestures and body language (5 mark) III. Communicates interest and enthusiasm for subject (5 mark) V. Answers questions correctly & clearly (5 mark) | 20 | | |
| | TOTAL | 100% | | |
| | Score Awarded from oral presentation = % Total Score Awarded X 0.4 | | | |

EXAMINER

Therefore, the Presentation is

- [i] Pass [70% & above]
- [ii] Fail [60% -69%]
- [iii] Rejected [<60%]

Names: _____

Designation: _____

Signature: _____

Date: _____

Appendix VIII: PhD Research Proposal Oral Presentation Evaluation Form

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



PhD ORAL PRESENTATION OF THE PROPOSAL

| SN | Evaluation Criteria | Max Score | Score Awarded (%) | Comments |
|----|--|-------------|-------------------|----------|
| 1 | Introduction: i) Provides outline for presentation (5marks) ii) Provides relevant background information (10 Marks) | 15 | | |
| 2 | Subject Matter: Coverage: Well covered and address the gap (40 marks) | 40 | | |
| 3 | Conclusion: i) Recaps the main points of the subject (10 marks) i) Gives a clear statement of the conclusion or current status (15 Marks) | 25 | | |
| 4 | Presentation skills: i) Makes eye contact with audience, doesn't overuse notes (5 mark) ii) Has good voice volume, Uses appropriate gestures and body language (5 mark) iii) Communicates interest and enthusiasm for subject (5 mark) iv) Answers questions correctly & clearly (5 mark) | 20 | | |
| | TOTAL | 100% | | |
| | Score Awarded from oral presentation = % Total Score Awarded X 0.4 | | | |

Examiner

Therefore, the Presentation is

- [i] Pass [70% & above]
- [ii] Fail [60% -69%]
- [iii] Rejected [<60%]

Names: _____

Designation: _____

Signature: _____

Date: _____

Appendix IX: Intention to Submit Dissertation/Thesis/Project

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND



TECHNOLOGY

INTENTION TO SUBMIT DISSERTATION/THESIS/PROJECT

(To be submitted 3 months before submission of Dissertation/Thesis/Project for Examination)

A: To be filled by scholar

1. Name (in full):

.....

2. Address:

.....

3. School

.....

4. Degree registered for:

.....

5. Title of Dissertation/project:

.....

.....

.....

.....Effective Date of
Registration:

Supervisor(s): (1) (2)

.....

6. I confirm that I shall submit my dissertation/project on:

.....

7. Scholar's Signature:Date:

.....

B: Supervisor of the Scholar: It is possible/Not possible

8. Supervisor's Comments:

.....

9. Name of Supervisor:Signature:Date

C: To be completed by Dean of School:

10. The School is proposing the following Examination arrangements:

10.1 Internal Examiner

.....

10.2 External Examiner(s) name and address:

(1)

.....

(2)

.....

External Examiner's name and address (School should attach a CV for external examiner if he/she is serving for the first time)

.....

11. Name of School Dean:

.....

Comments:

.....

.....

Signature:..... Date:.....

D: The STLC Chairperson's Approval

The proposed examination arrangements has been noted and approved/not recommended the arrangements.

Name: Signature:.....Date:.....

Appendix X: Examination of Master's Dissertation/Thesis

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



EXAMINATION OF MASTER'S DISSERTATION/THESIS

Name of School:

Scholar's Name: Reg. Number:

Name of the Programme of Study:

Title of the

Dissertation/project:.....

.....

.....

.....

Date of Defense:

| S/N | Item for Assessment | Max. Scores | I.E. Scores awarded | E.E. Scores awarded | Average Grade |
|--------------|--|-------------|---------------------|---------------------|---------------|
| 1. | Abstract | 10 | | | |
| 2. | Introduction, Statement of Problem, Objectives, Hypotheses/Research Question & Significance of Study | 15 | | | |
| 3. | Theoretical and Conceptual Framework & Quality of Literature Review | 15 | | | |
| 4. | Research Methodology | 15 | | | |
| 5. | Analysis, Findings and Discussion | 20 | | | |
| 6. | Evidence of Originality, Conclusion and Recommendations | 20 | | | |
| 7. | Quality of Organization the Dissertation/project. | 05 | | | |
| Total | | 100 | | | |

Examiner's Overall Recommendations:

.....

The Dissertation is:

- Accepted as it is (above 90%)
- Accepted with minor corrections (70% to 90%)
- Accepted with major corrections (60% to 69%)
- Rejected and has to be resubmitted (Below 60%)

Examiner's Name and signature:

Names:

Designation:

Signature:

Date:

Appendix XI: Examination of Master's Dissertation/Project/Thesis

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



EXAMINATION OF MASTER'S PROJECT REPORT

Name of School:

Scholar's Name: Reg. Number:

Name of the Programme of Study:

Title of the
Dissertation/project:.....
.....
.....
.....

Date of Defense:

| S/N | Item for Assessment | Max. Points | I. E. Points awarded | E.E. Points awarded | Average Points |
|---------------------|---|-------------|----------------------|---------------------|----------------|
| 1. | Abstract | | | | |
| 2. | Introduction, Statement of Problem, Objectives, Hypotheses/Research Questions & Significance of Study | 15 | | | |
| 3. | Theoretical and Conceptual Framework & Quality of Literature Review | 10 | | | |
| 4. | Project Methodology | 20 | | | |
| 5. | Analysis, Findings and Discussion | 20 | | | |
| 6. | Evidence of Originality, Conclusion and Recommendations | 10 | | | |
| 7. | Quality of Organization of the Project Report | 05 | | | |
| 8. | Quality of Oral Presentation | 15 | | | |
| Total Points | | 100% | | | |
| Final Grade | | | | | |

Examiner's Overall Recommendations:
.....
.....
.....

The Dissertation is:

- Accepted as it is (above 90%)
- Accepted with minor corrections (70% to 90%)
- Accepted with major corrections (60% to 69%)
- Rejected and has to be resubmitted (Below 60%)

Examiner's Name and signature:

Names: Designation:

Signature: Date:

Appendix XII: Examination of PhD Dissertation/Thesis

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



EXAMINATION OF PhD DISSERTATION/THESES

Name of School:

Scholar's Name: Reg. Number:

Name of the Programme of Study:

Title of the Dissertation/Project:

.....

Date of Defense:

| S/N | Item for Assessment | Max. Scores | I.E. Scores awarded | E.E. Scores awarded 1 | E.E. Scores awarded 2 | Average Grade |
|---------------------|--|-------------|---------------------|-----------------------|-----------------------|---------------|
| 1. | Abstract | 05 | | | | |
| 2. | Introduction, Statement of Problem, Objectives, Hypotheses/Research Question & Significance of Study | 10 | | | | |
| 3. | Theoretical and Conceptual Framework & Quality of Literature Review | 20 | | | | |
| 4. | Research Methodology | 20 | | | | |
| 5. | Analysis, Findings and Discussion | 30 | | | | |
| 6. | Evidence of Originality, Conclusion and Recommendations | 15 | | | | |
| Total Scores | | 100 | | | | |
| Grade | | | | | | |

Examiner's Overall Recommendations:

.....

The Dissertation is:

- Accepted as it is (above 90%)
- Accepted with minor corrections (70% to 90%)
- Accepted with major corrections (60% to 69%)
- Rejected and has to be resubmitted (Below 60%)

Examiner's Name and signature:

Names: _____

Designation: _____

Signature: _____

Date: _____

Appendix XIII: Master’s Oral Presentation/Defense Examination Result Form
THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



MASTER’S ORAL PRESENTATION/DEFENSE EXAMINATION RESULT FORM

Name of School:

Scholar's Name: Reg. Number:

Name of the Programme of Study:

Title of the Dissertation/project:

Each examiner shall summarize his/her assessment of the presentation with a definite grade ranging from A to D based on the assessment criteria presented below:

| S/N | Item for Assessment | Max. Scores | Scores awarded |
|--------------|--|-------------|----------------|
| 1 | Introduction of the subject/topic | 10 | |
| 2 | Thoroughness and understanding of the Content | 20 | |
| 3 | Organization of presentation, including speaking ability | 30 | |
| 4 | Conclusion | 10 | |
| 5 | Responsiveness to questions | 20 | |
| 6 | Time management | 10 | |
| Total Scores | | 100 | |

Total Scores out of 15%-----

General Comments: _____

Examiner’s Name: Signature: Date:

NB: For detailed comments, examiners may use separate sheets.

Appendix XIV: Viva Voce Examination Results Form for PhD Degree

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



VIVA VOCE EXAMINATION RESULTS FORM FOR PhD DEGREE

Name of School:

Scholar's Name: Reg. Number:

Name of the Programme of Study:

Title of the Dissertation/project:

.....

Date of *Viva voce*:

| S/N | Comments | TICK |
|-----|--|------|
| 1. | The PhD degree be awarded to the scholar unconditionally. | |
| 2. | The PhD degree be awarded to the scholar subject to making minor corrections and revisions in the dissertation/thesis as detailed in the <i>viva voce</i> proceedings and the examiners' reports | |
| 3. | The PhD degree is not to be awarded to the scholar because of failure to defend the Dissertation/thesis adequately BUT the scholar be allowed to revise and re-submit the dissertation/thesis for defense within 3-6 months. | |
| 4. | The scholar fails the <i>viva voce examination</i> but is given another chance to resubmit and defend the dissertation/thesis after addressing all deficiencies detailed in the <i>viva voce</i> proceedings within 6-9 months | |
| 5. | The scholar not be awarded the PhD degree because he/she has failed outright to defend the dissertation/thesis and the scholar shall be discontinued from studies | |

List of Panelist, Designation and their Signatures

| S/N | PANEL MEMBER | DESIGNATION | SIGNATURE |
|-----|--------------|-------------|-----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

Appendix XV: Examination Postponement Form

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



**POSTPONEMENT OF SEMESTER EXAMINATION(S) REQUISITION
FORM (To be filled in duplicate)**

1. Applicant's information:

First Name:..... Middle Names:..... Surname:.....
Sex Nationality: MobileNo:.....
Registration Number. :..... Registration Date.....
Programme Specialty
.....

School:.....

2. Examination(s) to be Postponed:

Course Code and Name: (i).....
.....
(ii)..... or (iii) all Examination(s)
registered.....
Semester Academic year.....

3. Reasons for Postponement of Examinations

(i) Academic:
.....
Social:
.....
Medical:
.....
Others:
.....

Applicant's Signature.....Date.....

For Official Use

3. Recommendations of the Health Center Unit (if is the medical reason):

.....
Name: Signature: Date:

4. Recommendations of the Director of Scholars' Services:

.....
Name: Signature: Date.....

5. Recommendations of the Chairperson of School Board:

.....
.....

Name: Signature: Date:

6. Recommendation of the Chairperson of STLC

Approved: Not approved

Remarks:.....
.....

Name:.....Signature:

Date:

7. Copy on file

- 1. Dean/School
- 2. Director Academic Affairs.....(Keep Records)
- 3. Manager ICT Unit (Effect Changes in the System)

Appendix XVI: Appeal Form

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



APPEAL FORM AGAINST DECISION OF THE SENATE

(To be filled by the appellant in duplicate)

1. Applicant's Particulars:

- (a) First Name: Middle: Surname:
- (b) Gender:
- (c) Registration No:
- (d) Degree Registered for:
- (e) Year of Admission: Date of Examination:
- (f) Course Appealing for: (Name and Code)
- (g) Date of appeal submission:

2. Appealing Against (Mark A Tick)

- (a) Discontinuation:
- (b) Semester Examination Results:
- (c) Supplementary Examination Results:
- (d) Others (Specify):

3. Major Reasons for Appeal (Summary)

- (a) Academic:
.....
- (b) Social:
.....
.....
.....
- (c) Medical:
.....
.....
- (d) Others:
.....
.....

4. List of Supporting Documents Attached

If supporting documents are not submitted including copy of the appeal fee receipt, the appeal shall be dropped and the applicant shall not be refunded the appeal fee.

- (a)
- (b)
- (c)

5. Declaration by the Appellant

I declare that the information provided above is correct and true to the best of my knowledge.

Signature

Date

From this stage, the appeal shall be handled as confidential matter and must be filled in and forwarded by the responsible officers at the shortest possible time period. Any appeal that shall seem to have been carried by the appellant or someone else on his/her behalf, or which shall have been exposed to the appellant after Section (A) shall be disqualified and the responsible staff shall be punished according to the existing Laws and Regulations.

6. Comments of the Director of Scholars' Services:

.....
.....

Name: Signature: Date:

7. Comments of the Health Center Unit (if applicable) and attach any attachments if available

.....
.....

Name: Signature: Date:

8. Comments of the Chairperson of the Research Group (If applicable) and attach any Document if available

.....
.....

Name: Signature: Date:

9. Comments of the Dean of School and attach any attachments if available

.....
.....

Name: Signature: Date:

10. Comments of the Chairperson of Senate Teaching and Learning Committee and attach any attachments if available

.....
.....

Name: Signature: Date:

11. Comments of the Chairperson of the Appeal Committee and attach any attachments if available

.....
.....

Name: Signature: Date:

12. Comments of the Chairperson of the SENATE and attach any attachments if available

.....
.....

Name: Signature: Date:

Appendix XVII: Transcript Requisition Form

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY

TRANSCRIPT REQUISITION



1. Applicants Information

(a) Personal Profile:

First name: Middle name (s): Surname:

(Names must be as they appear in your last academic certificates)

Registration Number: Name of Sponsor:

.....

| | | |
|---------------|--------|------|
| Gender | Female | Male |
| | | |

| | | | |
|----------------------|-----|-------|------|
| Date of Birth | Day | Month | Year |
| | | | |

Nationality:

School:

Programme Pursued:

Specialization:

Mode of Study:

| | | |
|------------------------------------|----------------------------|-------------------------------|
| Coursework and Dissertation | Research and Thesis | Coursework and Project |
| | | |

Dissertation/Thesis Title:

.....
.....

Date of Registration:

Date of Completion:

(b) Permanent Contact

Postal Address:
.....
.....

Phone Number (s):

Email (s):

(c) Name and Address of the Next of Kin:

Full Names:
Relationship:
Phone Number (s):
Email(s):
Postal Address:

(d) Necessary Attachments

- (i) Dully filled Clearance Form (Copy) with original DVC-PFA signature
- (ii) Recent copy of academic transcript and certificate (Certificates that Qualified you for admission)
- (iii) Identification card such as staff ID, Voter’s ID, National ID, Driving License or a Passport (International Travel Document) during collection of your academic transcript

Allow a maximum of 10 working days to process a transcript

Date Submitted: Signature:

2. For Official Use Only

TRANSCRIPT PROCESSING CHECKLIST

Date file received: Day: Month: Year:

1. File Retrieving Process:

Remarks (if any):
.....
.....
Name of Officer: Signature:

2. Transcript Printing Process:

2.1 Date Transcript Printed: Day: Month: Year:
Remarks (if any):
.....
.....

Name of Officer: Signature:

2.2 Date Transcript Verified by Director of Academic Affairs
Day: Month: Year:
Remarks (if any):
.....
.....

Name of Officer: Signature:

3. Transcript Signing Process:

Date Signed by Dean of School: Day: Month: Year:
Remarks (if any):
.....
.....

Dean of School: Signature:

Date Signed by DVC - ARI: Day: Month: Year:

Remarks (if any):
.....
.....

.....
.....
DVC - ARI: Signature:

4. Sealed Stamping Process:

Date Stamped: Day: Month: Year:

Remarks (if any):
.....
.....
.....

Name of Officer: Signature:

Appendix XVIII: Transfer Application Form

AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY (NM-AIST)

Office of the Deputy Vice Chancellor

Academic, Research & Innovation

Direct Line: +255 272970002
 Mobile Phone: +255 784777580
 Fax: +255 272970016
 E-mail: dvc-acad@nm-ist.ac.tz
aist.ac.tz



Tengeru
P.O. Box 447
Arusha

Website: www.nm-ist.ac.tz

CREDITS TRANSFER APPLICATION FORM

Note: Application must be supported with:

- (i) Introduction/recommendation letter from where applicant registered
- (ii) Certified transcript/progress report, course description, catalogue or syllabus to include number of hours of teaching, method of assessment and grading system, an official translation of the original documents (in case of non-English documents); photo-attached personal identification documents e.g. Birth certificate, passport or ID, certified copies of the original certificates used to gain admission into the previous university

1: Applicant's Profile

First Name..... Middle..... Last.....
 Reg. No: Gender:.....
 Name of the Institution: Degree Registered: Date registered:
 Postal Address:..... Phone:.....
 Email:.....

Any disability? None..... Physical..... Visual..... Hearing.....
 Speech.....

(This Information provided will not affect the decision to admit you anyhow)

2: Degree Programme Applying for Credit Transfer at NM-AIST

Master/PhD in

3: Reasons for credits transfer

.....

4. Courses for Which Credit Transfer is Sought (attach description sheet if necessary)

| <i>Be completed by applicant</i> | | | | | <i>For NM-AIST /Host School use</i> | | | |
|---|-------------|---------------|------|-------------|-------------------------------------|---------------|-------|-------------------|
| As coded and named by the previous Institution: | | | | | Equivalent | | | Remarks |
| Course Code | Course Name | Contact hours | Mark | Course Code | Course Name | Contact hours | Grade | Accepted/Rejected |
| | | | | | | | | Give reasons |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Applicant's Signature: Date:.....

5. Director of Academic Affairs: (Attach evidence from TCU if the scholar was transferred from another University as per Guideline 4.19.4 of Standard 4.19 of 2019)

Compliance with minimum admission requirement of application for admission

Comments.....

Name: Signature: Date:

7. Recommendation of the Chairperson of School Board:

Name: Signature: Date:

8. Recommendation of the Chairperson of DCV - ARI.....

Name: Signature: Date:

9. Chairperson of Senate

Approved: Not approved

Remark(s):
.....

Name: Signature:..... Date:

10. Copies on file

- 1. Dean/School2. Director of Academic Affairs Keep Records)
- 3. Manager Finance Unit. (Tracking payments)
- 5. Director of Scholars' Services
.....
- 6. Manager of Information and Communication Technology Unit (Ensure a candidate is registered in the system)

Appendix XIX: Deregistration from Studies Form

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



DEREGISTRATION FROM STUDIES FORM

(This form should be filled in duplicate)

Note: Application must be attached with clearance form

1. Personal Information

First Name: Middle Names: Surname:
Sex Nationality: Mobile No:
.....
Registration Number: Registration Date:
School:
Expected Date of Completion:
Programme: Specialty:

2. Personal Contacts

Postal Address: Phone Number:
Alternative email:

3. Reasons for Deregistration from Studies: Please tick (✓) the appropriate box

| | | | | | | | |
|-----------|--------------------------|---------|--------------------------|--------|--------------------------|--------|--------------------------|
| Financial | <input type="checkbox"/> | Medical | <input type="checkbox"/> | Social | <input type="checkbox"/> | Others | <input type="checkbox"/> |
|-----------|--------------------------|---------|--------------------------|--------|--------------------------|--------|--------------------------|

Submission date: Applicant's Signature:

For Official Use Only

4. Recommendation of the Supervisor:

.....
Name: Signature: Date:

5. Recommendation of the Director of Scholars Services:

.....
Name: Signature: Date:

6. Recommendation of the Chairperson of School Board

.....
Name: Signature: Date:

7. Recommendation of the Chairperson of Senate Teaching and Learning Committee (STLC)

.....
Name: Signature: Date:

8. Recommendation of the Chairperson of Senate

Approved: Not approved

Remaks:

.....
Name: Signature: Date:

Copy on file

1. Dean of School
2. Director of Academic Affairs:.....(Keep Records)
3. Manager of Finance Unit (Tracking payments)
4. Director of Scholars' Services:
5. Manager of Information and Communication Technology Unit (Ensure a candidate is registered in the system)
.....

Appendix XX: Freezing Studies Form

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



FREEZING OF STUDIES REQUISITION FORM

(This form should be filled in duplicate)

Note: It is applicable to candidates during the study period

1. Personal Information

First Name: Middle Names: Surname:
 Sex Nationality: Mobile No:
 Registration Number: Registration Date:
 Name of School:
 Expected Date of Completion:
 Programme: Specialty:

2. Personal Contacts

Postal Address: Phone Number:
 Email: Alternative email:

3. Reasons for Freezing Studies: Please tick (✓) the appropriate box

| | | | | | | | |
|-----------|--------------------------|---------|--------------------------|--------|--------------------------|--------|--------------------------|
| Financial | <input type="checkbox"/> | Medical | <input type="checkbox"/> | Social | <input type="checkbox"/> | Others | <input type="checkbox"/> |
|-----------|--------------------------|---------|--------------------------|--------|--------------------------|--------|--------------------------|

Briefly explain (and attach evidences):

.....

4. Freezing Period Sought

.....(months) Starting Date: Ending date:

5. Freezing Record

| | | |
|---------------------------|------------------------------|-----------|
| 1 st Freezing: | From: | To: |
| 2 nd Freezing | From: | To: |
| 2 nd Freezing | From: | To: |
| Submission date: | Applicant's Signature: | |

You are required to attach a copy of this form on your application to resuming studies

For Official Use Only

6. Recommendation of the Supervisor:

.....

7. Recommendation of the Director of Scholars' Services Unit:

.....

8. Recommendation of the Chairperson of School Board

.....

9. Recommendation of the Chairperson of Senate Teaching and Learning Committee (STLC)

.....

Name: Signature: Date:

10. Recommendation of the Chairperson of Senate

Approved: Not approved

Remarks:

Name:.....Signature:

Date:

Copy on file

- 1. Dean of School 2. Director of Academic Affairs(Keep Records)
- 3. Manager of Finance Unit (Tracking payments)
- 4. Director of Scholars' Services:
- 6. Manager of Information and Communication Technology Unit (Ensure a candidate is registered in the system)
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Appendix XXI: Postponement from Studies Form

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



POSTPONEMENT OF STUDIES REQUISITION FORM

(This form should be filled in duplicate)

Note: It is applicable to candidates before Commencement of Studies.

1. Personal Information

First Name: Middle Names: Surname:
Sex: Nationality: Mobile No:
Registration Number: Registration Date:
School:

Expected Date of Completion:
Programme: Specialty:

2. Personal Contacts

Postal Address: Phone Number:
Email: Alternative email:

3. Reasons for postponement of Studies: Please tick (✓) the appropriate box

| | | | | |
|-----------|---------|--------|--------|--|
| Financial | Medical | Social | Others | |
|-----------|---------|--------|--------|--|

4. Duration Sought

..... (months) Starting Date: Ending date:
Submission date: Applicant's Signature:

You are required to attach a copy of this form on your application to resuming studies

For Official Use Only

6. Recommendation of the Director of Academic Affairs

7. Recommendation of the Director of Scholars' Services:

Name: Signature: Date:

8. Recommendation of the Chairperson of School Board

Name: Signature: Date:

9. Recommendation of the Chairperson of Senate Teaching and Learning Committee (STLC)

Name: Signature: Date:

10. Recommendation of the Chairperson of Senate

Approved: Not approved

Remarks:
Name: Signature: Date:

Copy on file

1. Dean of School
2. Director of Academic Affairs (Keep Records)
3. Manager of Finance Unit (Tracking payments)
4. Director of Scholars' Services:
7. Manager of Information and Communication Technology Unit (Ensure a candidate is registered in the system)

Appendix XXII: Partial Transcript (Progress Report) Requisition Form
THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



Partial Transcript (Progress Report) Requisition Form

1. Applicant's Information

(a) Personal Profile:

First name: Middle name: Surname:
(Names must be as they appear in your last academic certificates)

Semester requested: Academic Year:/.....

Registration Number: Phone Number:

Email: P.O. Box:

Name of Sponsorship:

| | |
|------|--------|
| Male | Female |
| | |

| | | | |
|---------------|-----|-------|------|
| Date of Birth | Day | Month | Year |
| | | | |

Nationality: School:

Programme Pursued:

Specialization:

| | | |
|---------------|-----------------------------|---------------------|
| Mode of Study | Coursework and Dissertation | Research and Thesis |
| | | |

Date of Registration

| | | |
|-----|-------|------|
| Day | Month | Year |
| | | |

(b) Payment

- (i) Amount paid:
- (ii) Attach original pay slip
- (iii) Note that amount paid is subject to change as may be directed by the University Council

Allow a maximum of 5 working days to process a Partial Transcript

Date Submitted: Signature:

For Official Use Only

PROGRESS REPORT PROCESSING CHECKLIST

2. File

| | | | |
|-------------------|-----|-------|------|
| Retrieving | Day | Month | Year |
| Process:Date file | | | |

Received

Remarks (if any):.....

Name of Officer:

Signature:

(c) Progress Report Printing Process:

| | | | |
|-----|-----|-------|------|
| Day | 115 | Month | Year |
| | | | |

Date Transcript Printed

| | | |
|--|--|--|
| | | |
|--|--|--|

Signature:

Remarks (if any):.....

Name of Officer:

Signature:

(d) Progress report

Signing Process:

Date Signed by Dean

Remarks (if any):.....

| Day | Month | Year |
|-----|-------|------|
| | | |

Name of Officer:

Signature:

Date Signed by DVC - ARI

| Day | Month | Year |
|-----|-------|------|
| | | |

Remarks (if any):.....

Name of Officer:

(e) Sealed Stamping Process:

Date stamped

Remarks (if any):

Name of Officer:

| Day | Month | Year |
|-----|-------|------|
| | | |

Signature:

Appendix XXIII: Outreach and Internship Report Evaluation Form

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



OUTREACH AND INTERNSHIP REPORT EVALUATION FORM

Name of School:

Scholar's Name and Reg. Number:

Name of the Programme of Study (MSc / PhD):

Proposed Concept / Proposal Title:

Please review the attached evaluation guidelines and provide your assessment below.

| S/N | ITEM FOR ASSESSMENT | Max Points (%) | Points Awarded (%) |
|---------------------|--|----------------|--------------------|
| 1. | Introduction [Background and Justification] | 10 | |
| 2. | Things done at the Industry / Outreach / Internship | 15 | |
| 3. | Contribution of Outreach and Internship to the Proposed Concept / Proposal | 30 | |
| 4. | Evidence of Originality and Creativity | 15 | |
| 5. | Organization of the Outreach and Internship Report | 15 | |
| 6. | Presentation of the Report | 15 | |
| Total Points | | 100 | |
| Grade | | | |

Please indicate if:

- Outreach and Internship Report is
- Accepted (above 90%)
 - Accepted with minor corrections (70% to 90%)
 - Accepted with major corrections (60% to 69%)
 - Rejected and has to be resubmitted (Below 60%)

General comments from Examiner

.....

Panel Member:

Name Designation:

Signature: Date: