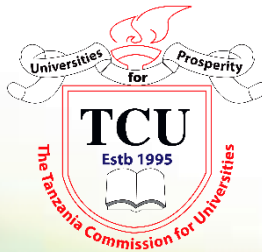


# THE TANZANIA COMMISSION FOR UNIVERSITIES



## STANDARDS AND GUIDELINES FOR POSTGRADUATE STUDIES, RESEARCH AND INNOVATION

*Addendum to the Handbook for Standards and  
Guidelines for University Education in Tanzania, 2019*

October 2023

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## PREFACE

This is an addendum to the Standards and Guidelines for University Education in Tanzania, 2019 focusing on Part 4 of the Standards and Guidelines which is on Postgraduate Studies, Research, and Innovation. The Addendum focuses, adds, and clarifies more on Standards 4.8 to 4.41 about Postgraduate Supervision Systems and Processes in the Standards and Guidelines for University Education in Tanzania, 2019. The postgraduate educational supervision system identifies and clarifies the duties, responsibilities, and ethics of university administration, supervisors, and students.

Specifically, on Postgraduate Supervision Standards and Guidelines, areas covered include: i) the requirement for supervisors to have necessary academic qualifications and mentorship skills to facilitate the supervision process; ii) consideration, appointment processes, criteria, and approval systems by the University authority based on the workload of the prospective supervisor(s); iii) organization and supervision orientation, on regular basis; iv) provision of appropriate advice and guidance as well as mentorship to the students; v) preparation and adoption of monitoring, evaluation and control tools; vi) clear and well-articulated supervisor's and postgraduate student's roles, responsibilities and ethics; vii) assessment of nature, level, and seriousness of plagiarism and violation of other research ethical matters; and viii) consideration and approval of termination of supervision.

A technical Committee appointed by the Commission undertook the review of existing institutional, national, regional, and international standards and guidelines on postgraduate training and identified best practices that

helped to inform the development of these Standards and Guidelines. The team consisted of Profs. Masoud H. Muruke (University of Dar es Salaam), Febronia K. Kahabuka (Muhimbili University of Health and Allied Sciences), Semboja H. Haji (Zanzibar University), Gabriel R. Kassenga (Ardhi University) and Ebron D. Karimuribo (Sokoine University of Agriculture). They were supported by Dr. Malehe C. Setta (Tanzania Commission for Universities). I thank them all for undertaking this important assignment diligently and professionally within a short time they were requested to accomplish it.

It is my sincere hope that these Standards and Guidelines will help in supporting and running postgraduate training in Tanzania. It must be understood however, that these Standards and Guidelines supplement the existing Standards and Guidelines provided in the Handbook for Standards and Guidelines for University Education in Tanzania, 2019. Accordingly, these Standards and Guidelines should be considered as part and parcel of the Standards and Guidelines which govern the provision of university education in Tanzania.



**Prof. Charles Kihampa**  
**Executive Secretary, TCU**

**Dodoma, October 2023**

# THE GUIDELINES

## STANDARD 4.18

### POSTGRADUATE SUPERVISION

A University shall assign a supervisor/supervisors to students during postgraduate studies with academic qualifications at the level above that of the candidate being supervised and based on expertise and experience in the field of specialization, taking into consideration teaching load and administrative duties, the supervision arrangements being provided for in the University's regulations pertaining to postgraduate studies.

#### GUIDELINES

- 4.18.6 A University shall ensure that the academic staff involved in the supervision of postgraduate students have the required supervision and mentorship skills to facilitate the process.
- 4.18.7 Supervisors from Research and Development (R&D) institutions as well as those from relevant industries may be engaged in the supervision of postgraduate students at UQF Level 9 and Level 10 provided that they have equivalent academic qualifications as those specified in Guidelines 4.18.1 to 4.18.3.
- 4.18.8 Supervision of students more than those stipulated under Guideline 4.18.4, especially by Research Chair holders, Senior Research Fellows, Associate Research Professors, and Full Research Professors

shall be considered and approved by the University Senate based on the workload of the prospective supervisor(s).

- 4.18.9 Under special circumstances (e.g., innovative research), non-academic staff who have accumulated research/innovation/professional experience and competency, may be appointed as supervisors of postgraduate students and their engagement shall be approved by the University Senate.
- 4.18.10 The main supervisor shall be a full-time employee of the University where the student is registered or of the Institution affiliated with the University. In case of joint or double degree, supervision should be guided by the signed agreement of the involved Universities.
- 4.18.11 A University shall appoint supervisors to mentor and guide postgraduate students during coursework prior to students embarking on research activities. Appointment of supervisors should include/consider the following:
- (a) Selected research topics should be aligned to the national and institutional research agenda and research areas covered by the existing research groups;
  - (b) The topics in 4.18.11 (a) shall be internally advertised and student allocation should reflect supervisors' areas of expertise for proper guidance;

- (c) The institution should put in place a clear and transparent procedure for supervisor allocation; and
- (d) All supervisors should be formally appointed by the relevant authority and issued with appointment letters.

4.18.12 In order to ensure quality supervision, a university shall organize and offer supervision orientation, on a regular basis, to her postgraduate student supervisors focusing on the following areas among others:

- (a) Feasibility, planning, execution, and progress of the student's programme of research;
- (b) Periodically retraining or retooling the technical mastery of soft skills;
- (c) Institutional policies, rules, and regulations, regulatory and quality assurance requirements for postgraduate research programme undertaking;
- (d) Generic learning outcomes for Masters and PhD postgraduate programmes;
- (e) Effective monitoring and evaluation of research projects;
- (f) Research ethics and intellectual property rights in research;
- (g) Supervisor-supervisee relationship and bonding; and
- (h) Conflict resolution at the workplace.

- 4.18.13 A Supervisor shall provide appropriate advice and guidance as well as mentorship to the student as he/she progresses through his/her academic and research undertaking.
- 4.18.14 In order to ensure effective supervision, a University shall prepare and adopt supervision monitoring tools including but not limited to the student-supervisor agreement, Logbook/form, online supervision tool, etc.
- 4.18.15 A University shall put in place mechanisms and instruments which shall include periodic progress reports and graduate seminars, for monitoring the progress of and feedback from postgraduate students to ensure that a student completes studies within the registration period.
- 4.18.16 The supervisors' roles and responsibilities shall include the following:
- (a) Support their students to choose and embark on appropriate research themes as well as train the students to work independently;
  - (b) Guide the student in formulating an appropriate research project, focus ahead and see the potential and limitations of the research problem before the candidate goes far with the research work;
  - (c) Ensure that the student maintains satisfactory progress, receives adequate advice and encouragement on coursework and research, and dissertation/thesis preparation is reviewed critically and on a continuous basis;



- (d) Show interest and enthusiasm in the candidate's research work, be accessible, and have a positive and friendly relationship with the candidate;
- (e) Monitor, control and evaluate student's performance through a research plan, a planned schedule of meetings and formal contacts/agreements, therefore avoiding wastage of time and resources, and ensures the student submits research progress report periodically;
- (f) Ensure that the student submits a dissertation/thesis of an acceptable standard for the intended degree programme;
- (g) A supervisor shall assess the level of plagiarism, based on guidelines specified in a University policy, to ensure that the work (concept note/proposal/manuscript/dissertation/thesis, etc.) submitted by the supervised student has not breached plagiarism standards;
- (h) A supervisor shall be the custodian of the work submitted by his/her student in respect of non-violation of other research ethical matters; and
- (i) Supporting the postgraduate students to solicit funds for their respective research projects.

4.18.17 Roles and responsibilities of postgraduate students shall include the following:

- (a) Be familiar with and comply with university regulations and policies affecting them including the regulations for intellectual property and research ethics;
- (b) Develop a broad base of knowledge in the respective scientific field;
- (c) A student shall ensure that no any form of plagiarism, based on an acceptable level guided by a University policy, so that the work (concept note/proposal/manuscript/dissertation/thesis etc.) submitted by him/her does not breach plagiarism standards;
- (d) Prepare and present relevant documents including research Concept Note, Proposal and Manuscripts relevant to different research stages;
- (e) Attend formal meetings with the supervisors at frequency recommended by the University;
- (f) Develop and agree a plan of work with their supervisors, and to set and keep to timetables and deadlines, including planning and submitting written work as and when required and generally maintaining satisfactory academic and research progress during their official duration at the University;
- (g) Take the initiative in raising problems or difficulties with their supervisors in order to promote prompt intervention before they

cause a detrimental impact to their academic and research progression;

- (h) Prepare and submit periodic progress reports as recommended by the University;
- (i) Prepare, submit, and defend their dissertations/theses within the required period and in accordance with regulations of the registering university; and
- (j) Publish research results in reputable journals acceptable by the University.

4.18.18 A supervisor shall not, in any manner, have a close personal relationship (family or friendship), with the student who is under his/her supervision.

4.18.19 A University shall consider and approve the termination of supervision under the following circumstances:

- (a) Upon official request from the supervisor to terminate his/her supervisory role whenever he/ she feels unable to continue with the student for compelling reasons.
- (b) A request from a student for change of a supervisor in the event of transfer, sickness, harassment, death of a supervisor or any other relevant reason.
- (c) The request for termination of supervision shall be submitted to the University authority through appropriate channels by the supervisor or student in writing with clear reason(s) explaining why such a relationship should be terminated.

## **STANDARD 4.8**

### **TYPES OF POSTGRADUATE TRAINING**

A University offering postgraduate training programmes shall set the different types of programmes at University Qualification Framework (UQF) levels 9 and/or 10 and shall prescribe them according to the format set by the Commission.

#### **GUIDELINE**

4.8.1 A University offering postgraduate training programmes shall prescribe the UQF level of each programme as:

- (g) Postdoctoral studies intended to help candidates to further deepen their expertise in a specialist subject, and make positive contributions to their field of specialization. Postdoctoral studies can be of two types: research only, or a combination of research and teaching. Depending on the type of appointment, postdoctoral candidates may work independently or under the supervision of a mentor who is a Senior Researcher/Principal Investigator/Research Project leader or Research Chair.

## **STANDARD 4.9**

### **POSTGRADUATE ADMISSION REQUIREMENTS**

Unless otherwise directed by the Commission, every applicant for postgraduate studies in a Commission accredited University shall apply for admission into the programme through the University of his/her choice following procedures prescribed by the Commission.

#### **GUIDELINES**

- 4.9.14 An applicant wishing to enter a postgraduate programme at any University in Tanzania must submit an online application with all the required supporting documents within the period of time stipulated by universities.
- 4.9.15 All postgraduate applications will be reviewed by the relevant Schools, Colleges, Departments, or Centres of Studies of respective Universities. They shall recommend candidates to the Senate for a final decision.
- 4.9.16 Notarized certificates obtained from foreign university institutions shall be subject to recognition by the Tanzania Commission for Universities (TCU). It is the applicant's responsibility to ensure translation for non-English transcripts/certificates is done prior to application for recognition.
- 4.9.17 Every University shall create conducive teaching and learning environment for people with disabilities.

- 4.918 A candidate must enroll in the University within the period specified by the University.
- 4.9.19 Students who discontinued from studies because of examination irregularities and/or willingly deregistered from studies will be considered for readmission after they have been away for at least one (1) year.
- 4.9.20 Students discontinued from studies due to poor academic performance may be eligible for re-admission into the same programme after being away for one (1) year or in the next academic year for a different programme.
- 4.9.21 An applicant who has been offered admission to an approved programme of study shall register with the respective University authority on specified dates and is considered to be a student in the specified programme on the date of his/her first registration.
- 4.9.22 Depending on the specific programme, the study periods of various postgraduate programmes shall fall within the minimum and maximum limits indicated in **Annex 4.5**.
- 4.9.23. Universities offering postgraduate programmes in open or distance learning mode shall develop regulations to guide the minimum and maximum duration of their programmes and notify the Commission.
- 4.9.24 A student facing challenges beyond his/her control (e.g., medical, *force majeure*, etc.) may apply for an extension beyond the maximum duration of

registration to be approved by the University Senate and the Commission should be notified.

- 4.9.25 Universities shall develop procedures for dealing with extension, postponement, freezing and deregistration from postgraduate studies.

### **STANDARD 4.11**

#### **DELIVERY MODE AND ASSESSMENT**

The delivery mode and assessment of postgraduate programmes in every University shall focus on promoting student engagement and quality aspects of the programme.

#### **GUIDELINES**

- 4.11.4 Every University shall establish an industrial attachment/internship/clinical audit supervision and assessment system that will guarantee competency-based training of the students.
- 4.11.5 For a candidate to accomplish a successful attachment/internship/clinical audit, he/she will need to be supported by competent supervisors and assessors available at the industry/workplace on full-time basis.

### **STANDARD 4.13**

#### **MASTER BY COURSEWORK AND DISSERTATION**

A University shall offer and assess a Master degree programme by coursework and dissertation through continuous assessment (tests, assignments, seminars, practical sessions), end of semester examination of courses

the student registered for, and an independent research at the end of which examinable dissertation shall be produced.

## **GUIDELINES**

4.13.8 The duration of *viva voce* examination shall not exceed one hour and a half arranged in the following order:

- (a) Maximum of 30 minutes of an oral presentation;
- (b) Maximum of 45 minutes of questions and answers; and
- (c) Maximum of 15 minutes of deliberations.

4.13.9 The *viva voce* panel shall be constituted as follows:

- (a) Chairperson who is appointed by the University authority;
- (b) External Examiner(s) or a representative(s) who is/are appointed by the University authority;
- (c) Internal Examiner(s) who examined the thesis;
- (d) Head of Department where the candidate is registered or his/her Appointee;
- (e) Research Supervisor(s) without voting power; and
- (f) Secretary to the Panel without voting power who shall be appointed by the Head of the Department where the candidate is registered.

4.13.10 Guidelines 4.22.5 to 4.22.11 and 4.22.13 to 4.22.15 shall also apply.



## STANDARD 4.14

### MASTER BY RESEARCH AND THESIS

A University shall offer a Master degree programme by research and thesis to candidates who shall be engaged in independent research and at the end of which an examinable thesis produced.

#### GUIDELINES

4.14.7 The duration of the *viva voce* examination shall not exceed two hours arranged in the following order:

- (a) Maximum of 30 minutes of an oral presentation;
- (b) Maximum of 75 minutes of questions and answers; and
- (c) Maximum of 15 minutes of deliberations.

4.14.8 The *viva voce* panel shall be constituted as follows:

- (a) Chairperson who is appointed by the University authority;
- (b) External Examiner(s) or a representative(s) who is/are appointed by the University authority;
- (c) Internal Examiner(s) who examined the thesis;
- (d) Head of Department where the candidate is registered or his/her Appointee;
- (e) Research Supervisor without voting power; and

(f) Secretary to the Panel without voting power who shall be appointed by the Head of the Department where the candidate is registered.

4.14.9 An innovation should be accepted as equivalent to a published paper stated under Guideline 4.14.5.

4.14.10 Guidelines 4.22.5 to 4.22.11 and 4.22.13 to 4.22.15 shall also apply.

## **STANDARD 4.20**

### **QUALITY RESEARCH AND INNOVATION**

Every University shall take into consideration the quality of research and innovation in postgraduate training as an important factor in the development and enhancement of academic and research activities of the University and in spearheading innovation fostering future development of the country.

### **GUIDELINE**

4.20.7 Universities shall develop policies and guidelines to support promotion of innovation through university-industry linkage.

## **STANDARD 4.22**

### **THE CONDUCT OF A VIVA VOCE EXAMINATION**

Every University shall ensure that each PhD candidate in the University shall appear for a *viva voce* examination in addition to writing a thesis as part of the assessment of the PhD thesis and to validate and authenticate the candidate's work.

## **GUIDELINES**

- 4.22.16 The thesis shall be internally and externally examined. The final thesis shall be submitted in line with the Postgraduate regulations of the institution.
- 4.22.17 The duration of the *viva voce* examination for PhD by coursework and dissertation shall not exceed two hours and a half arranged in the following order:
- (a) Maximum of 45 minutes of an oral presentation;
  - (b) Maximum of 75 minutes of questions and answers; and
  - (c) Maximum of 30 minutes of deliberations.
- 4.22.18 The duration of *viva voce* examination for PhD by research and thesis shall not exceed three hours arranged in the following order:
- (a) Maximum of 45 minutes of an oral presentation;
  - (b) Maximum of 105 minutes of questions and answers; and
  - (c) Maximum of 30 minutes of deliberations.

### **STANDARD 4.23**

#### **MANAGEMENT OF POSTGRADUATE TRAINING**

Universities in Tanzania shall ensure that quality standards and best practices are upheld at all levels of postgraduate training.

## **GUIDELINES**

4.23.3 Every University shall put in place regulations that cover among others:

- (a) Requirements for admission to the programmes;
- (b) Procedures for considering claims for research and innovation experience and publications that are prior experiential learning for admission;
- (c) The academic and procedural requirements for particular postgraduate degree awards;
- (d) The requirements for progression, including monitoring and review arrangements for the award and the minimum and maximum periods within which the programme may be completed;
- (e) Assessment methods, requirements, and procedures, including the criteria for achieving the award;
- (f) The institution's procedures for dealing with research misconduct, including plagiarism; and
- (g) Complaints and appeals process.

4.23.4 Universities shall review and update their regulations regularly, taking into account new developments and innovations.

4.23.5 Universities shall conduct a monitoring process on their postgraduate programmes annually and submit monitoring results to the Commission. The process may include:

- (a) Enrolment and completion times and rates;
- (b) Pass, referral and fail rates;

- (c) Dropout rates; and
- (d) Staff profiles.

## **STANDARD 4.34**

### **SPECIAL DEGREES**

Universities in Tanzania shall be eligible to confer a double degree/dual or joint degree, Posthumous degree, or Aegrotat degree to a qualified student in accordance with the guidelines set by the Commission.

#### **GUIDELINES**

- 4.34.1 Double/dual/joint postgraduate diploma/masters/PhD means that the candidate obtains the qualifications from two different institutions. It is usually offered when the candidate is supported by a partner institution and required to meet registration and other requirements of both institutions.
- 4.34.2 Students shall be allowed to register for a double postgraduate degree upon agreement between partner universities recognized by regulators of university education in their respective countries. The two institutions shall sign an agreement for the purpose of obtaining a double degree detailing the operational procedures and shall notify TCU for information.
- 4.34.3 A posthumous qualification may be awarded to a deceased student 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. Posthumous degrees shall be awarded in the name of the deceased student.

- 4.34.4 Every University shall develop guidelines and procedures for the conferment of posthumous degree awards.
- 4.34.5 An aegrotat qualification may be awarded to a student 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.
- 4.34.6 The 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.

## **STANDARD 4.35**

### **DISSEMINATION OF RESEARCH RESULTS**

Universities shall put in place regulations governing the dissemination of research findings with stakeholders and the scientific community, such as scientific journals, library repositories, workshops, conferences, and colloquia. The Universities shall have guidelines and time frames for the postgraduate students' participation in public colloquiums and seminars.

### **GUIDELINES**

- 4.35.1 Supervisors shall assist students in identifying, plan and facilitate participation in conferences,

workshops, scientific colloquia and seminars to share their research findings.

- 4.35.2 Institutions shall organise community forums, meetings to share the research findings where appropriate and according to the proposed agreement, with outside stakeholders.
- 4.35.3 Universities shall prepare guidelines for selecting appropriate journals for publishing research results.
- 4.35.4 Universities shall define peer reviewed journals recognized locally and internationally.
- 4.35.5 Postgraduate students are required to deposit their theses/dissertations in the repository upon completion of their studies, subject to the University guidelines and national policies on innovations, patents and property rights.

## **STANDARD 4.36**

### **QUALITY ASSURANCE AND QUALITY ENHANCEMENT**

Every University shall support its established Internal Quality Assurance System (IQAS) for effectively guaranteeing continuous improvement to the postgraduate studies and quality of research and promotion of transparency and accountability in recruitment, supervision, assessment, awarding the degree, and career development.

#### **GUIDELINES**

- 4.36.1 The University IQAS shall be implemented and revised periodically to guarantee the continuous gathering and analysis of relevant information and

results to ensure efficient programme management, with respect to the intended learning outcomes and level of satisfaction among stakeholders.

- 4.36.2 The established IQAS shall be used for facilitating the processes of monitoring, modification, and accreditation of the programmes, and for guaranteeing continuous improvement on the basis of analyses of objectives and verifiable data.
- 4.36.3 The implementation of IQAS shall enable procedures that facilitate the evaluation and quality enhancement in the research and teaching-learning processes.

#### **STANDARD 4.37**

##### **DEPLOYMENT OF POSTGRADUATE STUDENTS AS TEACHING OR TECHNICAL ASSISTANTS**

Where a University desires to deploy postgraduate students as teaching or technical assistants, the same shall be required to put in place policies and guidelines to ensure that students have the necessary qualifications, skills, and experience for teaching or technical assistance activities allocated and for ensuring that running of postgraduate programmes does not suffer.

##### **GUIDELINES**

- 4.37.1 Unless clearly provided for in the conditions of their scholarship, or otherwise directed by the University, postgraduate students shall generally be under no obligation to teach or offer technical services.



- 4.37.2 Universities shall prepare capacity-building programmes for training and guiding postgraduate students engaged in teaching responsibilities or provisions of technical services.
- 4.37.3 To ensure that engaging postgraduate students in teaching or technical services does not cause delay in completing their studies and compromise the quality of outputs, the University shall put restrictions on the number of hours that may be spent on teaching or technical activities.
- 4.37.4 Engagement of postgraduate students in teaching or technical services shall be restricted to full-time masters, doctoral, and post-doctoral students registered at the University.
- 4.37.5 The engagement of postgraduate students as teaching or technical assistants shall not extend to designing course outlines or curriculum, which shall be solely reserved for academic staff in the employment of the University.
- 4.37.6 Postgraduate students shall also not be assigned administration and coordination of courses in the Units.

#### **STANDARD 4.38**

#### **INTELLECTUAL PROPERTY RIGHTS, RESEARCH ETHICS, AND ACADEMIC INTEGRITY**

Universities shall uphold and preserve the culture of academic integrity and Intellectual Property Rights (IPR) protection with respect to both staff and students and in all academic functions and social settings in the University. Universities shall also be committed to ensuring that all

research activities conducted by staff and students adhere to published guidelines on good practice including ethical issues, confidentiality and plagiarism, in accordance with established national and international guidelines.

## **GUIDELINES**

- 4.38.1 Universities shall have an institutional policy, written rules, and agreements for the assumption of responsibility for protecting, developing and/or exploiting IPR generated from research work by its staff and students, including patenting, licensing, and marketing of the research results.
- 4.38.2 Every University shall establish a Research Ethics System for assessing the ethical implications of students' research projects for clearance and handling of other issues pertinent to research ethics.
- 4.38.3 In accordance with the institutional policy and guidelines on academic integrity, every postgraduate candidate shall submit his/her written work, papers, proposal, thesis, or dissertations for screening and checking of acts of academic dishonesty and other malpractices.
- 4.38.4 Patent registrations shall be guided by university policy and The Patents (Registration) Act of the Country.

### **STANDARD 4.39**

#### **HANDLING OF COMPLAINTS AND APPEALS**

Every University shall establish fair, clear to all, robust, and consistently applied procedures for handling complaints and appeals. The acceptable grounds for complaints and

appeals shall be clearly defined, and easily accessible. Academic appeals and complaints procedures shall be conducted in a timely and fair manner in accordance with the institution's rules and regulations and appropriate action shall be promptly taken following an appeal or complaint.

## **GUIDELINES**

- 4.39.1 Every University shall establish separate procedures for investigating and considering complaints, appeals, and disciplinary action.
- 4.39.2 More serious complaints like sexual harassment shall be handled by the relevant University organs.
- 4.39.3 In case the complaint is rooted in a profound personality clash between a student and the supervisor, the University may explore the possibility of changing the supervisor.
- 4.39.4 Universities shall ensure that suitable briefing and support are provided for all staff and students involved in handling or supporting complaints and appeals.
- 4.39.5 Every University shall monitor and evaluate the effectiveness of their appeals and complaints procedures, and reflect on the outcomes of those procedures for enhancement purposes.

## **STANDARD 4.40**

### **INTERNATIONALIZATION**

Postgraduate training shall align with international standards and practices in the aspects of programme

delivery mode, students' workload, credit validity, accumulation and transfer among others for facilitating student, staff mobility. In addition, every University shall develop postgraduate curricula that meet international standards but observing national needs.

## **GUIDELINES**

- 4.40.1 Universities shall develop competitive postgraduate curricula that take into account global competencies through internationalized curricula content.
- 4.40.2 Universities shall aim at increasing targeted enrollment of international students and properly integrate them into the university's environment.
- 4.40.3 Universities shall promote collaboration and cooperation with other international academic and industrial partners in running postgraduate teaching and research including supporting student and staff mobilities/exchanges between partner institutions.

## **STANDARD 4.41**

### **WITHHOLDING OR REVOCATION OF A DEGREE**

A University institution has the authority to withhold or revoke a degree in accordance with clearly stipulated policies, rules, and regulations that are publicly disseminated. University institutions shall put in place clear, fair and transparent rules, regulations, and procedures governing the withholding/revocation of a degree.

## **GUIDELINES**

- 4.41.1 An institution may withhold a degree award for non-academic reasons such as failure to pay tuition or other stipulated fees.
- 4.41.2 An institution may revoke a degree in the event that a case is brought after graduation and there is substantial evidence, for actions that occurred before graduation but were unknown at the time that the holder of the degree has committed academic dishonesty e.g., plagiarism, falsifying academic records, etc.

## ANNEX

### ANNEX 4.5: Recommended minimum and maximum duration for different degree programmes

Level	Minimum (years)	Maximum* (years)
Postgraduate Certificate (Full-time)	1	3
Postgraduate Certificate (Part-time)	1.5	4
Postgraduate diploma (Full-time)	1	3
Postgraduate diploma (Part-time)	1.5	4
Master by Coursework and Dissertation (Full-time)	1	4
Master by Coursework and Dissertation (Part-time)	1.5	5
Master by Research and Thesis (Full-time)	1	4.5
Master by Research and Thesis (Part-time)	1.5	5.5
PhD by Coursework and Dissertation (Full-time)	3	6.5
PhD by Coursework and Dissertation (Part-time)	4	7.5
PhD by Research and Thesis (Full-time)	3	7
PhD by Research and Thesis (Part-time)	4	9

*\*Recommended time is the minimum duration while maximum duration includes extension time beyond which a candidate will be discontinued from studies*