

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



**ACADEMIC REGULATIONS FOR DEGREE AWARDS  
OCTOBER 2025**



## TABLE OF CONTENTS

<b>ACRONYMS</b> .....	<b>v</b>
<b>DEFINITION OF TERMS</b> .....	<b>vi</b>
<b>STATEMENT BY THE VICE-CHANCELLOR</b> .....	<b>viii</b>
<b>1.0 INTRODUCTION</b> .....	<b>1</b>
<b>2.0 REGULATIONS FOR POSTGRADUATE DEGREE PROGRAMMES</b> .....	<b>2</b>
2.1 Master's Programs .....	2
2.2 Registration and Enrollment into Master's programs .....	3
2.3 Outreach, Internship and Industrial Attachment .....	4
2.4 Monitoring of Progress of Master's Students .....	5
2.5 Graduate Seminars/ conference and research seminars .....	6
2.6 Concept Note and Research Proposal .....	7
2.7 Requirements for Award of a Masters' Degree .....	7
2.8 Condition for Pre examination of dissertation and thesis. ....	9
2.9 Conditions for Submission of Dissertation and Thesis for examination.....	10
2.10 Master's Dissertation/Thesis Examination .....	11
2.11 Submission of Master's dissertation/thesis for an Error Free Clearance.....	14
2.12 Award of Master's Degree.....	14
<b>3.0 PhD DEGREE PROGRAMMES</b> .....	<b>16</b>
3.1 Structure of PhD Programmes .....	16
3.2 Registration and Enrollment .....	17
3.3 Outreach, Internship and Industrial Attachment .....	18
3.4 Monitoring of PhD Programmes and Graduate Seminars.....	19
3.5 Regulation of Graduate Seminar for a PhD by Course Work and Dissertation.....	22
3.6 Monitoring of Progress for PhD by Research and Thesis .....	24
3.7 Regulations for Graduate Seminars for PhD by Research and Thesis .....	25
3.8 Assessment and Evaluation of Student to Graduate under Intellectual Property Right.....	27
3.9 Regulations for PhD Research Concept Note .....	28
3.10 Regulations for PhD Research Proposal.....	28
3.11 Dissertation/Thesis Examination and Degree Award.....	31

3.12 Examination of Dissertation/Thesis .....	31
3.13 Condition for pre-examination of dissertation and thesis. ....	34
3.14 Procedures for Viva Voce .....	35
<b>4.0 THE REQUIREMENT FOR AWARD OF A MASTERS AND PhD DEGREE .....</b>	<b>43</b>
4.1 Academic and Administration Requirements.....	43
4.2 Submission of Dissertation/Thesis.....	45
4.3 Award of Degree .....	46
<b>5.0 ROLES AND RESPONSIBILITIES OF ACADEMIC ADVISOR.....</b>	<b>46</b>
<b>6.0 CONDITIONS AND PROCEDURES FOR HANDLING ASSESSMENTS FOR MASTER'S AND PhD PROGRAMMES .....</b>	<b>47</b>
6.1. Formative Assessment.....	47
6.2. Summative Assessment.....	49
6.3. Non-University Examination Summative Assessment .....	50
6.4. University Examination Summative Assessment.....	51
<b>7.0 EXAMINATION IRREGULARITIES.....</b>	<b>60</b>
<b>8.0 PLAGIARISM.....</b>	<b>60</b>
<b>9.0 APPEAL PROCEDURES .....</b>	<b>62</b>
9.1 Appeal on provisional semester results.....	62
9.2. Appeal Against the Decision of Senate .....	63
<b>10.0 POSTPONEMENT, FREEZING AND DE-REGISTRATION FROM STUDIES.....</b>	<b>64</b>
10.1. Postponement of studies .....	64
10.2. Freezing Studies .....	65
10.3. Deregistration from Studies .....	66
10.4. Discontinuation from Studies .....	67
<b>11.0 PRESERVATION OF EXAMINATION SCRIPTS .....</b>	<b>68</b>
<b>12.0 TRANSCRIPTS AND ACADEMIC CERTIFICATES.....</b>	<b>68</b>
12.1. Preparation and insurance of certificates.....	68
12.2. Certification of Transcript and Certificates .....	69
12.3. Replacement of Certificate .....	69
<b>13.0 SPECIAL PROGRAMME DELIVERY SYSTEMS.....</b>	<b>70</b>
13.1. Double degrees .....	70

13.2	Joint degree .....	71
13.3	Collaborative Degree.....	72
<b>14.0</b>	<b>AEGROTAT AND POSTHUMOUS DEGREE AWARDS.....</b>	<b>72</b>
14.1	Aegrotat degree award.....	72
14.2	Posthumous degree award .....	73
<b>15.0</b>	<b>POSTDOCTORAL ASSOCIATESHIP.....</b>	<b>73</b>
15.1.	Definition .....	73
15.2.	Objectives of postdocs .....	74
15.3.	Eligibility .....	74
15.4.	Application of candidacy .....	74
15.5.	Duration of award .....	74
15.6.	Regulation guiding post-doctoral registration.....	74
15.7.	Termination .....	75
<b>16.0</b>	<b>HONORARY DOCTORATE (HONORIS CAUSA) AWARD .....</b>	<b>75</b>
<b>17.0</b>	<b>MICRO- CREDENTIALS .....</b>	<b>77</b>
17.1	Structure of Micro-Credential programme .....	77
17.2	Eligibility and enrolment criteria.....	78
17.3	Review mechanisms .....	78
17.4	Delivery Methods .....	78
17.5	Assessment of learning.....	79
17.6	Monitoring and review.....	79
17.7	Recognition of Micro-Credentials .....	79
17.8	Operation Procedures .....	79
	<b>SCHOLARS' SELF ASSESSMENT PROGRESS REPORT .....</b>	<b>85</b>

## 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
SAITLC	Senate Admission, Internationalization, 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
TCU	Tanzania Commission for Universities
OAS	Online Application System
SIMS	Students Information Management System

## DEFINITION OF TERMS

Adjunct Faculty qualifications,	Part-time, contract-based instructors with PhD engaged by the Institution for teaching specific courses or modules, as well research activities and strategies linkages and are not part of the permanent, tenured faculty, meaning they do not have the same responsibilities or benefits as full-time faculty or professors.
Institutional Common Core Four mandatory courses that are offered to all students by	schools of Business Studies and Humanities (BuSH 6007: Foundation of Law, Philosophy and Ethics, BuSH 6008: Technological Innovation and Entrepreneurship Management, BuSH 6009: Organizational Development and Leadership, and BuSH 6010: Economics of Innovation and Entrepreneurship)
Internal Examiner students	An examiner who is from the same institution as the students who are taking the examinations/ thesis/ dissertation being marked
Research Course:	A speciality course taken by students aims to equip them with knowledge and skills necessary to conduct their research effectively.
Research Guided:	A course elected by students under the guidance of the supervisor which is relevant to their research topic.
Scholar Fellow	Academic staff and/ or Researcher with PhD, postdoc

Staff  
Technical

NM-AIST Academic Staff, Administrative Staff, and  
Staff

Student

Master and or PhD Students

## **STATEMENT BY THE VICE-CHANCELLOR**

The NM-AIST Academic Regulations have been developed to guide students, scholars, supervisors, and staff on the roles of various parties in the preparation, guidance, and monitoring of students' and scholars' academic progression. These regulations aim to ensure that students' and scholars' academic, innovation, and research activities are well streamlined according to the 5D model, thereby producing high-quality outcomes, including dissertations, theses, and Intellectual Property Rights (IPR)- specifically Patents, Copyrights, Trade Secrets, Industrial Designs, and Plant Breeders' Rights- that align with NM-AIST's mission to build a world-class research-based institution.

In developing these regulations, various documents related to the administration of students and scholars' academic progression in universities both within and outside the country were consulted. Therefore, I hope that students, scholars, supervisors, academic and supporting staff, and all other parties to whom these regulations apply will find this document useful for guiding, regulating, and monitoring the process of registration, enrollment, coursework, research proposal development, submission of dissertations and theses for examination, and the registration of IPR.

The Institution expects that strict adherence to the regulations and other related administrative instruments, such as the regulations outlined in the Prospectus and the Guidelines for Conducting Scholars' Research, will lead to research outputs of a quality that meets the Institution's desire to address societal and industrial challenges. These regulations will be reviewed periodically as the need arises, ensuring that the Institution keeps pace with the rapidly changing global landscape in academia, science, and technology.

On behalf of the Management of the Institution, I wish to thank all those who participated in the process leading to the preparation of this document. Their contributions, commitment and efforts are highly acknowledged for making these regulations a reality.

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Prof. Maulilio J. Kipanyula  
**Vice-Chancellor**

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**OCTOBER 2025**

## **1.0 INTRODUCTION**

The Nelson Mandela African Institution of Science and Technology (NM-AIST) is committed to promoting excellence in science, engineering, technology, and innovation to address Africa's developmental issues. Being a research-intensive institution, NM-AIST prioritizes producing highly skilled students and scholars capable of performing cutting-edge research and developing meaningful solutions for society and industry. To maintain an organized, efficient, and high-quality academic environment, the Institution has developed academic norms that govern the students, scholars, supervisors, and academic and supporting staff administrative, academic, and research activities progression toward Master's, PhD, and Postdoctoral awards. These academic regulations set specific requirements for registration, enrolment, coursework, concept notes and research proposal formulation, dissertation and thesis preparation, Intellectual Property Rights (IPR) registration, and assessment of academic and research work to match the highest international standards.

NM-AIST operates under the guidance of the 5 Dimension Business Model (5D Business Model). This framework is designed to foster innovation, entrepreneurship, and sustainable economic development. It focuses on five key dimensions: demand-driven research, development-oriented innovation, quality education delivery, dynamic partnerships, and direct societal impact. This model ensures that NM-AIST's academic and research activities align with real-world challenges, promoting collaboration between academia, industry, and government. By emphasizing practical solutions, the commercialization of research, and societal transformation, the 5D model enhances NM-AIST's role in advancing science and technology for Africa's sustainable development.

These academic regulations are consistent with NM-AIST's vision of becoming a world-class, research-intensive institution that develops knowledge and solutions to meet the continent's socioeconomic and technical issues. They also support the institution's mission to train and nurture world-class scientists, engineers, and innovators who drive sustainable

development. The regulations support academic rigour, ethical research conduct, and the quest of transformative knowledge, all of which align with NM-AIST's core values of excellence, innovation, integrity, and impact. By following these regulations, NM-AIST students, scholars and academic and supporting staff help the Institution achieve its primary goal of establishing Africa as a global powerhouse for scientific and technological innovations. These regulations are reviewed and amended regularly to ensure they continue to be responsive to evolving trends in education, research, industry and technology advancement.

## **2.0 REGULATIONS FOR POSTGRADUATE DEGREE PROGRAMMES**

### **2.1 Master's Programs**

- 2.1.1. Student shall pursue a Master's degree either by Coursework and Dissertation or Research and Thesis.
- 2.1.2. Student pursuing a Master's degree by Coursework and Dissertation must complete courses and credits prescribed in the respective Master's degree programme curricula.
- 2.1.3. Students pursuing a Master's degree by Research and Thesis must successfully complete institutional common core courses, research-guided courses, and credits prescribed in the respective Master's degree programme curriculum.
- 2.1.4. Student pursuing a Master's degree by Coursework and Dissertation or Research and Thesis must successfully defend his/her Master's research proposal and receive the endorsement of the School Board on the transition to SENATE through SAITLC.
- 2.1.5. The processes encompassing the development and defense of a Master's research proposal shall be assessed as part of a graduate seminar as per respective in the curriculum.
- 2.1.6. Processes encompassing the preparation of a Master's dissertation research proposal shall be part of the coursework for students pursuing Master's by coursework and dissertation.

## **2.2 Registration and Enrollment into Master's programs**

- 2.2.1 Student shall be registered to a Master's programme by Coursework and Dissertation or Research and Thesis upon satisfying admission criterion prescribed in the respective curricular and payment of Institutional fees as a prescribed in the prospectus.
- 2.2.2 Master's student shall be allowed to renew registration at the Institution upon evidence of payment of all respective fees as prescribed in the prospectus.
- 2.2.3 Student shall renew his/her registration within ten (10) working days of the beginning of every semester. Exception will be upon approval of Senate Chair.
- 2.2.4 Student who fail to fulfil section 2.2.3, but manages to register within three to eight weeks shall be required to pay late registration fee, as prescribed in the prospectus.
- 2.2.5 Student pursuing Master's program shall be registered twice per academic year.
- 2.2.6 Failure to renew a registration within the first eight weeks shall lead to deregistration.
- 2.2.7 Deregistered student shall be subjected to the Senate for Certification of Discontinuation.
- 2.2.8 Student shall be allowed to change specialization and/or programme and/or 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.
- 2.2.9 Enrollment for course(s) shall take place during the first two weeks of the respective semester.
- 2.2.10 Student shall be allowed to enroll/change courses within the first two weeks of the commencement of the semester after the recommendation of the respective School.
- 2.2.11 Student who fails to complete his/her dissertation or 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.

- 2.2.12 The maximum duration of the registration period for a full-time Master's programme (including extensions) shall not exceed 36 months.
- 2.2.13 Without affecting other section in these regulations, failure to fulfill section 2.2.12 shall lead to discontinuation from studies.
- 2.2.14 Students applying for first extension, may apply for a maximum of six (6) months/ or one semester, and shall be required pay administrative fee only.
- 2.2.15 Students applying for second extension, may apply for a maximum of six (6) months/ one semester, and shall be required pay tuition fees and administrative fees for the respective extension period as prescribed in the prospectus.
- 2.2.16 Modality of payment of tuition fee for Semester is at least 40% after which the remaining amount should be paid before end of the respective semester.
- 2.2.17 Student who has submitted his/her Dissertation or Thesis for examination within the regular two years of study, but examination circumstances lead a student defense and graduation to go beyond the regular period, shall be required to apply for extension but shall not be liable to pay for tuition fees or administrative fees.

### **2.3 Outreach, Internship and Industrial Attachment**

- 2.3.1 Students shall be required to attend the credited outreach, internship and industrial attachment for a period ranging from four weeks to eight weeks as stipulated in specific curricula
- 2.3.2 The outreach, internship and industrial attachment shall be conducted during semester one soon after completion of the common core courses
- 2.3.3 The aim of the outreach, internship and industrial attachment is to promote University/academia-Industry/society collaborations and interlinkages.
- 2.3.4 At the end of outreach, internship and industrial attachment students should be able to demonstrate the following skills and abilities:

- (a) Ability to apply research theory, science and technologies in identifying key challenges the industry is facing to achieve maximum delivery.
- (b) Ability to propose relevant measures for mitigating the identified challenges.
- (c) Ability to engage industry, society, and academia in tackling real world challenges.
- (d) Building sustainable partnerships between industry, businesses, and academia.
- (e) Develop a concept note linking with the research theme and business needs
- (f) Write a draft case study/ review paper in relation to the observations and lesson learnt

## **2.4 Monitoring of Progress of Master's Students**

- 2.4.1 Students shall attend and successful pass the following stages in
  - (a) Institutional Common Core courses
  - (b) Outreach, Internships and Industrial Attachments
  - (c) Concept Note
  - (d) Research Proposal
- 2.4.2 Students shall undertake coursework assessment pursuant to assessment procedures prescribed in the respective programme curriculum.
- 2.4.3 Students 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.
- 2.4.4 Following completion of Outreach, Internships and Industrial Attachments, the student shall consult a discipline-relevant research group to identify thematic research area for Master's research and develop a concept note
- 2.4.5 Research group leader, in consultation with research group members shall propose to the Dean, the possible supervisors to guide the

student research.

- 2.4.6 Student shall be assigned at least two supervisors, one of whom must be from NM-AIST, after the approval of concept note upon completion of outreach, internship and industrial attachment within the first semester of study.
- 2.4.7 Supervisors shall be approved by the Senate upon recommendation of the respective School Board and SAITLC.
- 2.4.8 The Supervisors and the student 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 SAITLC.
- 2.4.9 Supervisors shall be responsible to guide the student in formulating the research proposal and undertaking research.
- 2.4.10 Student shall submit a research progress report electronically to the Senate through the respective School board and SAITLC using the research progress form (Appendix III) once every three months.
- 2.4.11 Failure to submit research progress within six (6) months without compelling reasons shall lead to discontinuation from studies.

## **2.5 Graduate Seminars/ conference and research seminars**

- 2.5.1 Graduate seminars shall be considered as a research course
- 2.5.2 The assessment of the graduate seminar shall be continuous throughout the academic period, and the grade shall be determined at the end of the study period. (with continuous recording at each semester).
- 2.5.1 Student who fails Graduate Seminar course must repeat the same within the registration period and shall not graduate without passing the failed course.
- 2.5.2 The credits for graduate seminar for the schools of MEWES, CoCSE, and BuSH for the academic period shall be 12 for Masters in coursework and dissertation and for Masters in research and thesis.
- 2.5.3 Credits for graduate seminar for the schools of LiSBE for the academic period shall be 36 for Masters in coursework and dissertation and 40 for Master in research and thesis.

- 2.5.4 The time allocated for Graduate Seminar presentations, which reflect research progress, shall not exceed 60 minutes. This includes a 20-minute presentation followed by a 40-minute question-and-answer session. However, students with special needs shall be accommodated accordingly.
- 2.5.5 The School Seminar coordinator shall arrange quarterly seminar presentations on a 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 three assessors for the seminar (who shall attend the graduate seminars physically or virtually).
- 2.5.6 The details of operationalization and assessment shall be stipulated in respective curricula.

## **2.6 Concept Note and Research Proposal**

- 2.6.1 Concept note format, submission and assessment shall be guided by the students' research and innovation guidelines.
- 2.6.1 Student pursuing a Masters by Coursework and Dissertation shall be required to present a concept note within the first three months upon completion of Outreach, Internship and Industrial attachment.
- 2.6.2 Student pursuing Masters by Research and Thesis shall be required to present and approve a concept note within the first three months upon completion of Outreach, Internship and Industrial Attachment.
- 2.6.3 Research proposal submission and assessment shall be guided by the students' research and innovation guidelines.
- 2.6.4 Student pursuing Masters by Coursework and Dissertation shall be required to present a research proposal within the first two semesters.
- 2.6.5 Student pursuing Masters by Research and Thesis shall be required to be present and approve a research proposal within the first semester.
- 2.6.6 The student shall be assigned a supervisor (s) after the approval of the concept note, who will be approved by the proceeding Senate.

## **2.7 Requirements for Award of a Masters' Degree**

- 2.7.1 Students pursuing a Master's program by Coursework and Dissertation

shall be required to submit a Dissertation and student pursuing a Master's program Research and Thesis shall submit thesis 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.

- 2.7.2 Dissertation or thesis submitted for the award of a Master's degree must be satisfactory as regards to the format and literary presentation as described in the Guidelines for Conduct of Students Research.
- 2.7.3 Where part of the student's research work was undertaken in collaboration with other researchers and/or Students, the type of collaboration involved shall be clearly explained by specifying the parts of the dissertation or thesis that contain results from collaborator(s).
- 2.7.4 In addition to the submission of dissertation, the student pursuing a Master's by Coursework and Dissertation shall be required to produce evidence of at least one research-based paper accepted for publication by producing letter(s) of acceptance of the paper(s) from the editor(s) of the respective journal(s) 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. Where the student must appear as the first author in the paper, or evidence of Intellectual Property Right. Intellectual Property Rights shall comprise **patents** e.g. utility patents for inventions, design patents for ornamental design and plant patents for new varieties of plants; **trade secrets** e.g. formulas, recipes, processes and strategies that give a business a competitive advantage **copyrights** e.g. books, software, films, **industrial designs** e.g. features, patterns, business designs, business models, **plant variety rights** e.g. breeders rights, new varieties of seeds.
- 2.7.5 The Office of the Quality Assurance shall assess and verify all publications for consideration of graduation prerequisite.
- 2.7.6 In addition to the submission of the dissertation, the student pursuing a Master's degree by Research and Thesis shall be required to produce evidence of Intellectual Property Right or at least one review paper, and research paper emanating from the research work published or

accepted for publication in a peer-reviewed journal (by producing letter(s) of acceptance of the paper(s) from the editor(s) of the respective journal(s)) listed in the indexing bodies/databases like Web of Science, Scopus, EiComplex, and international journals approved by Senate through the respective School. Where the student must appear as the first author in the paper. Intellectual Property Rights shall comprise **patents** e.g. utility patents for inventions, design patents for ornamental design and plant patents for new varieties of plants; **trade secrets** e.g. formulas, recipes, processes and strategies that give a business a competitive advantage **copyrights** e.g. books, software, films, **industrial designs** e.g. features, patterns, business designs, business models, **plant variety rights** e.g. breeders rights, new varieties of seeds.

## **2.8 Condition for Pre examination of dissertation and thesis.**

- 2.8.1 There shall be pre-examination of dissertation and thesis which will be held before the student's thesis/dissertation is submitted for internal and external examination.
- 2.8.2 Pre-examination shall include the examination of the dissertation and oral presentation. Where oral presentation shall be part of graduate seminar.
- 2.8.3 Dissertation/thesis submitted for pre-examination shall be signed by supervisors and student, and must meet standards and guidelines as stipulated in students' research and innovation guidelines.
- 2.8.4 School examination officer shall verify whether the submitted dissertation has met standards and guidelines as stipulated in students' research and innovation guidelines. If the dissertation meets the standards, examination officer shall inform the Dean to form the pre-examination panel. If not, shall be returned to the student for corrections.
- 2.8.5 The Dean of the school in consultation with research group leader shall appoint at least three (3) examiners within the institution to examine the dissertation/thesis.
- 2.8.6 The panel shall submit a detailed report of the pre-examination

assessment

- 2.8.7 The verdict of the pre-examination panel shall determine whether:
- (a) Accepted as it (above 90%) for submission to the external and internal examination.
  - (b) Accepted with minor correction (70% to 90%) to be verified by supervisors before submission to the external and internal examination.
  - (c) Accepted major correction (60% to 69%) to be returned to the pre-examination panel after three months for re-examination.
  - (d) Rejected and has to be resubmitted (Below 60%) to the panel between six (6) and twelve (12) months for re-examination.
- 2.8.8 Internal examiner and supervisors shall not be part of pre-examination panel.
- 2.8.9 Pre-examination documents shall be submitted to panel two weeks before the oral examination date.

## **2.9 Conditions for Submission of Dissertation and Thesis for examination**

- 2.9.1 Student shall be allowed to submit dissertation or thesis for a Master's degree award after completing at least 18 months (three semesters) from the date of first registration and producing evidence and certification by the department of accounts and finance of payment of all four semesters institution fees.
- 2.9.2 Submitted dissertation/thesis must contain declaration of originality and statement of copyright by the student to the Senate as stipulated in Guidelines for Conducting Student's research.
- 2.9.3 Dissertation/thesis for examination must be submitted in FOUR (4) loose bound copies of normal text or brail format for Student with vision disability, AND a soft copy in PDF/latex/Word format.
- 2.9.4 Students shall submit their dissertation/thesis when supervisors have certified in writing that the dissertation/thesis is ready for examination.
- 2.9.5 Dissertations/theses submitted for examination must be tested for plagiarism before being transmitted to the examiners. The maximum acceptable level of plagiarism is 20%, plagiarism report shall be attached in the dissertation/thesis submitted for examination, and the

verification of the level of plagiarism shall be made by the Supervisor(s) and confirmed by the school hosting the student.

## **2.10 Master's Dissertation/Thesis Examination**

- 2.10.1 Three (3) months prior to submitting a dissertation/thesis, student shall, through her/his Supervisors, 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 by filing in the "Intention to Submit form in **Appendix IX**. The institution shall proceed with arrangements for Dissertation/Thesis examination only where the student fulfilled condition this condition.
- 2.10.2 Dean of the relevant School in consultation with Research group Leader shall propose examiners for the dissertation/thesis, and submit CV, for external examiners, for official appointment.
- 2.10.3 Each dissertation/thesis submitted shall be examined by at least two academicians or specialists with PhD in the subject or field of specialization approved by the Senate upon the recommendations from the relevant School board and SAITLC.
- 2.10.4 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 student and has no conflict of interest to the student whose dissertation/thesis is being examined.
- 2.10.5 External Examiner(s) shall be required to acknowledge receipt of the dissertation and submit his/her examination report within a maximum period of TWO (2) 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.
- 2.10.6 Internal Examiner shall be required to submit his/her examination report 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.

- 2.10.7 Each Examiner shall summarize his/her assessment of the dissertation/thesis report with a definite overall grade ranging from A to D using the assessment form (Appendix XI). The report shall have one of the following recommendations:
- (a) The degree be awarded subject to typographical correction and/or minor revisions of dissertation/thesis.
  - (b) The degree not to be awarded, but the student be allowed to revise and resubmit his/her dissertation/thesis for re-examination within 3 months.
  - (c) The degree not be awarded, but the student be allowed to undertake further research, re-write and resubmit his/her dissertation/thesis for re- examination between a period of 3-6 months.
  - (d) The dissertation/thesis be rejected outright.
- 2.10.8 The average pass grade from examiners of the dissertation/thesis shall be atleast B, including oral presentation results.
- 2.10.9 Grades provided by the internal and external examiners shall be used to compute the final grade.
- 2.10.10 Where examiners are not in mutual agreement in their overall recommendations, the school shall 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 the appropriate action to be taken about the dissertation/thesis to the DVC-ARI: The committee may adopt one of the following:
- (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/thesis.
  - (b) The recommendation of the Internal Examiner be adopted if the Committee is satisfied that the Examiner's recommendation

reflects a fair assessment of the dissertation/thesis.

2.10.11 For re-examination, if External Examiner is unable to submit an examination report within two months for dissertations/theses which were resubmitted for re-examination and 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 student 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/thesis.

2.10.12 The Dean of School shall inform the student in writing regarding the examination arrangements for defense of dissertation/thesis at least two weeks before the examination date.

2.10.13 Students shall be orally examined to ascertain that:

- (a) The dissertation/thesis presented is the original work of the student.
- (b) The broader subject area in which the study is based is fully grasped by the student.
- (c) The weaknesses in the dissertation/thesis (if any) can be adequately clarified by the student.

2.10.14 Oral presentation of the Master's student's dissertation/thesis shall contribute 15% of the final grade of the dissertation/thesis.

2.10.15 During oral presentation, only examiners shall ask questions. Wherever the case may be, the general public, in this case including academic who are not part of examination team, shall be allowed to attend and observe the oral presentation but should not be permitted to ask any questions.

2.10.16 Where dissertation/thesis are returned to the student to be re-written and re-examined, the student shall be allowed to resubmit only once and must re-submitted within the prescribed period.

2.10.17 Dissertation/thesis rejected by examiners after re-submission shall not be accepted for re-examination and the student shall be deemed to have failed and discontinued from studies.

## **2.11 Submission of Master's dissertation/thesis for an Error Free Clearance**

2.11.1 Student shall submit a loose bound dissertation/thesis through the School to the Secretary of the SAITLC for checking and certifying compliance to the standards stipulated in the research guidelines for preparation of dissertation/theses.

2.11.2 The Secretary of SAITLC shall within five (5) working days, provide feedback on the submissions and recommend to the SAITLC if an error-free status of the dissertation/thesis has been achieved. If an error free status is not achieved, the loose bound dissertation/thesis shall be returned to the student through the respective School.

2.11.3 An error-free certification will be issued by the Chairman of SAITLC upon submission of the final version of the dissertation/thesis (both in hard and soft copies) through the Supervisor and Dean of School.

2.11.4 If any deficiency in the quality of the dissertation/thesis is observed by the Chairperson of SAITLC, the dissertation/thesis shall be returned to the student through the respective School for addressing the deficiencies.

2.11.5 The deadline for submission of error-free dissertations/theses for graduation shall be at least one (1) month before the Senate meeting preceding the graduation ceremony. Students failing to meet this deadline shall not be considered for graduation.

2.11.6 Student failure to re-submit a corrected dissertation/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.

## **2.12 Award of Master's Degree**

2.12.1 The student shall be required to submit a corrected version of the dissertation/thesis in a portable document format (PDF), latex, brail format (for Student 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.

- 2.12.2 The deadline for submitting error-free hardbound dissertation/projects/thesis for graduation in the form of black book shall be no later than one (1) month before the last Senate meeting preceding graduation. Students failing to meet this deadline shall be considered not ready for graduation
- 2.12.3 Upon submission, an Error Free Letter will be signed by the supervisor, the Dean of School and forwarded to the Chairperson of SAITLC. Failure to submit the corrected copies of the dissertation/thesis/ 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) Student
- 2.12.4 The final decision on the award of the Master's degree shall be made by the Senate upon recommendation of the SAITLC and submission of soft and hard copies of the dissertation/thesis for verification by Senate.
- 2.12.5 The Senate may make any recommendation for improvement of the dissertation/thesis submitted to it by the SAITLC and the same shall have to be addressed before the dissertation/thesis is approved for the award of the degree.
- 2.12.6 A student recommended for the award of a Master's degree by the Senate shall be presented for graduation at the next graduation ceremony.
- 2.12.7 The Senate is the highest decision-making body on all academic matters at the institution. A Student 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 student shall be final.

2.12.8 Senate shall have power to revoke degree award if found that the Master's degree award was erroneously conferred to unqualified student.

### **3.0 PhD DEGREE PROGRAMMES**

#### **3.1 Structure of PhD Programmes**

3.1.1 PhD students shall pursue PhD in Coursework and Dissertation or Research and Thesis.

3.1.2 The duration of PhD programme shall be 36 months, and student may be allowed to extend studies to a maximum of 24 months, provided that compelling reasons for the extension and proof of meeting the corresponding costs.

3.1.3 Students pursuing PhD studies by coursework and dissertation must successfully complete courses and credits as prescribed in the respective programme curriculum, including preparation of research proposal before proceeding to the research stage. However, student 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.

3.1.4 Students pursuing PhD studies by research and thesis shall must successfully complete take mandatory institutional common core courses as prescribed in the respective programme curriculum, including preparation of research proposal before proceeding to the research stage.

3.1.5 Students 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. For student pursuing PhD by coursework, the credits of such courses shall 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.

## **3.2 Registration and Enrollment**

- 3.2.1 Student shall be registered to a PhD Coursework and Dissertation or Research and Thesis upon satisfying admission criterion prescribed in the respective curricular and payment of Institutional fees as a prescribed in the Institution prospectus.
- 3.2.1 Student shall be allowed to renew registration at the institution upon evidence of payment of all respective fees as a prescribed in the prospectus.
- 3.2.2 Student shall renew his/her registration within ten (10) working days of the beginning of every semester.
- 3.2.3 Student who fail to register within ten (10) working days, manages to register within three to eight weeks shall be required to pay late registration fee, as prescribed in the prospectus.
- 3.2.4 Student pursuing PhD program shall be registered twice per academic year.
- 3.2.5 Failure to renew a registration within the first eight weeks shall lead to deregistration.
- 3.2.6 Deregistered student shall be subjected to the Senate for Certification of Discontinuation.
- 3.2.7 Student shall be allowed to change specialization and/or programme and/or 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.
- 3.2.8 Enrollment for course(s) shall take place during the first two weeks of the respective semester.
- 3.2.9 Student shall be allowed to enroll/change courses within the first two weeks of the commencement of the semester after the recommendation of the respective School.
- 3.2.10 Student who fails to fulfil section 3.2.9 but manages to register within three to eight weeks shall be required to pay late registration fee, as prescribed in the prospectus.

- 3.2.11 Failure to renew a registration within the first Eight weeks shall automatically lead to discontinuation from studies.
- 3.2.12 Enrollment of Student 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.
- 3.2.13 Student 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.
- 3.2.14 PhD student may be granted the first extension free from the tuition fee for a maximum of 12 months upon payment of administrative fee, whereas subsequent extensions, a maximum of 12, shall be charged both administrative and tuition fees as prescribed in the prospectus.
- 3.2.15 Once the student has submitted loose-bound dissertation/thesis for examination, she/he shall be illegible for automatic registration, and extension where required, without any fees.
- 3.2.16 Failure to complete the PhD programme within 60 months without any compelling reason shall result in discontinuation from studies.
- 3.2.17 Modality of payment of tuition fee for Semester is at least 40% after which the remaining amount should be paid before the end of respective semester
- 3.2.18 Students who fail to request for extension of the study period while not submitting the dissertation/thesis for examination without justified reason shall be automatically deregistered from studies, and shall be presented to the Senate for certification on discontinuation.

### **3.3 Outreach, Internship and Industrial Attachment**

- 3.3.1 Students shall be required to attend the credited outreach, internship and industrial attachment for a period ranging from four weeks to eight weeks as stipulated in specific curricula
- 3.3.2 The outreach, internship and industrial attachment shall be conducted during semester one soon after completion of the common core courses
- 3.3.3 The aim of the outreach, internship and industrial attachment is to

promote University/academia-Industry/society collaborations and interlinkages.

- 3.3.4 At the end of outreach, internship and industrial attachment students should be able to demonstrate the following skills and abilities:
- (a) Ability to apply research theory, science and technologies in identifying key challenges the industry is facing to achieve maximum delivery.
  - (b) Ability to propose relevant measures for mitigating the identified challenges.
  - (c) Ability to engage industry, society, and academia in tackling real world challenges.
  - (d) Building sustainable partnerships between industry, businesses, and academia.
  - (e) Develop a concept note linking with the research theme and business needs
  - (f) Write a draft case study/ review paper in relation to the observations and lesson learnt

### **3.4 Monitoring of PhD Programmes and Graduate Seminars**

- 3.4.1 Students shall attend and successful pass the following stages in
- a) Institutional Common Core courses
  - b) Outreach, Internships and Industrial Attachments
  - c) Concept Note
  - d) Research Proposal
- 3.4.2 Students shall undertake coursework assessment pursuant to assessment procedures prescribed in the respective programme curriculum.
- 3.4.3 Students 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.
- 3.4.4 Following completion of Outreach, Internships and Industrial Attachments, the student shall consult a discipline-relevant research group to

- identify thematic research area for PhD's research and develop a concept note
- 3.4.5 Research group leader, in consultation with research group members shall propose to the Dean, the possible supervisors to guide the student research.
  - 3.4.6 Student shall be assigned at least two supervisors, one of whom must be from NM-AIST, after the approval of concept note upon completion of outreach, internship and industrial attachment within the first semester of study.
  - 3.4.7 Supervisors shall be approved by the Senate upon recommendation of the respective School Board and SAITLC.
  - 3.4.8 Graduate seminars shall be considered as a research course
  - 3.4.9 Each Student must register and undertake a minimum number of graduate seminars over the study period as indicated in the course mapping of the respective programme curriculum
  - 3.4.10 The assessment of the graduate seminar shall be continuous throughout the academic period, and the grade will be determined at the end of the study period. (with continuous recording at each semester)
  - 3.4.11 Student who fails a Graduate Seminar course must repeat the same within the registration period and shall not graduate without passing the failed course.
  - 3.4.12 The credits for the graduate seminar for the schools of MEWES, COCSE, and BuSH for the academic period shall be 20 for PhD in coursework and dissertation and 24 for PhD in research and thesis
  - 3.4.13 The credits for the graduate seminar for the schools of LISBE for the academic period shall be 54 for PhD in coursework and dissertation and 56 for PhD in research and thesis
  - 3.4.14 The time allocated for Graduate Seminar presentations, which reflect research progress, shall not exceed 60 minutes. This includes a 20-minute presentation followed by a 40-minute question-and-answer session. However, students with special needs shall be

accommodated accordingly.

- 3.4.15 The School Seminar coordinator shall arrange quarterly seminar presentations on a 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 three assessors for the seminar (who shall attend the graduate seminars physically or virtually).
- 3.4.16 The details of operationalization and assessment shall be stipulated in respective curricula.
- 3.4.17 Students shall be assigned at least two supervisors who has attained at senior academic ranks within the first semester of study, of whom at least one must be from NM-AIST, and approved by the Senate upon recommendation of respective Dean of the School Board and SAITLC.
- 3.4.18 Supervisor(s) shall guide the students in formulating the research proposal and undertaking research.
- 3.4.19 Students shall submit a research progress report physically or virtually to the Senate through the respective School board and SAITLC using research progress form in Appendix III once in every three months for consideration.
- 3.4.20 Supervisors and a Student 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 SAITLC.
- 3.4.21 Student shall be required to submit and defend research proposal to the respective School for approval within the first 6 months (for R&T Mode) and 12 months for (Course Work and Dissertation Mode).
- 3.4.22 Failure to submit research proposal within the prescribed period without compelling reasons shall lead to discontinuation from studies.
- 3.4.23 Students who pursued a Master's program at the institution and took Mandatory institutional common core courses shall be required to take other prescribed institutional common core courses (BuSH 6009

and BuSH 6010).

- 3.4.24 Failure to complete courses and submit dissertation/thesis within the normal study period and/or the allowable extension period shall lead to discontinuation.

### **3.5 Regulation of Graduate Seminar for a PhD by Course Work and Dissertation**

- 3.5.1 Each Student 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.
- 3.5.2 In order to impart competence in scientific methods and presentation of scholarly work, Student 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
- 3.5.3 Student 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 student 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 student's research proposal.
- 3.5.4 The remaining Graduate seminars will be presented quarterly over the remaining period of study to ascertain the student's progress and mastery of the research work. A Student 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.
- 3.5.5 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.

- 3.5.6 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.
- 3.5.7 The scores for each graduate seminar shall be graded and used to compute cumulative GPA at the end of the study programme.
- 3.5.8 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 Student should re-appear for pre-viva voce. After this pre-viva graduate seminar, the Supervisor, and Dean of School shall recommend to the DVC-ARI that the thesis is ready for examination, and shall formulate the viva voce panel for approval by the same.
- 3.5.9 The pre-viva voce assessors shall be appointed by the Dean of the School upon recommendation from the Research group leader.
- 3.5.10 The final graduate seminar (pre-viva) must be announced to the NM-AIST community at least two weeks before the presentation.
- 3.5.11 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, Students with special needs shall be considered according to their needs.
- 3.5.12 A student shall be required to appear for the viva-voce exam after completing and passing all required course work, and providing evidence of
- 3.5.13 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.

### **3.6 Monitoring of Progress for PhD by Research and Thesis**

- 3.6.1 PhD degree by Research and Thesis is designed to impart competence and enable the Student 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.
- 3.6.2 The duration for Students pursuing this program shall be 36 months for full-time and 48 months for part-time, both with a possibility of extension not exceeding 24 months.
- 3.6.3 Students shall attend and successful pass the following stages in
  - a) Institutional Common Core courses
  - b) Outreach, Internships and Industrial Attachments
  - c) Concept Note
  - d) Research Proposal
- 3.6.4 A Student 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.
- 3.6.5 A Student 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.
- 3.6.6 A Student 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.
- 3.6.7 The supervisors shall guide the Student in formulating the research proposal and undertaking research. The student 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 SAITLC using a special form (Appendix III) quarterly as prescribed in the Almanac. The supervisors and a Student 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 SAITLC.

- 3.6.8 A PhD Student who pursued a Master's program at the NM-AIST and took Mandatory institutional common core courses shall be required to take other prescribed institutional common core courses (BuSH 6009 and BuSH 6010).
- 3.6.9 A student 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 SAITLC.

### **3.7 Regulations for Graduate Seminars for PhD by Research and Thesis**

- 3.7.1 In order to impart competence in scientific methods and presentation of scholarly work, students must undertake specific assignments that will develop critical thinking and higher order cognition, these includes students participation in class with high levels of cognitive questioning and answering; and student 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 over the study period of 36 months. Any of these specific assignments shall be assessed, credited and weighted for the final degree evaluation.
- 3.7.2 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 student 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 upon completion of Outreach, Internship and Industrial Attachment, 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 Student's research proposal.
  - (c) The remaining Graduate seminars shall be presented quarterly over the remaining study period to ascertain the student's progress in research work and mastery of the discipline of study. The results of these seminars will be part of the student 's progress report that will be presented to the Senate through the School Board and SAILLC.
  - (d) A student 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.
- 3.7.3 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.
- 3.7.4 The scores for each graduate seminar shall be graded and used to compute cumulative GPA at the end of the study programme.
- 3.7.5 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 Student need to re-appear for pre-viva voce. After this graduate seminar, the Supervisor, Research group
- 3.7.6 Chairperson and Dean of School shall recommend to the DVC-ARI that the thesis is ready for examination and formulate the voce panel for approval by the same.
- 3.7.7 The pre-viva voce assessors shall be appointed by the Dean of the School upon recommendation from the Research group leader.

- 3.7.8 The final graduate seminar (pre-viva) must be announced to the NM-AIST community within two (2) weeks before the presentation.
- 3.7.9 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 Student shall be required to appear for the viva-voce exam after successful completing of academic and fulfillment administrative requirements.

### **3.8 Assessment and Evaluation of Student to Graduate under Intellectual Property Right**

- 3.8.1 A student who indicates to have an innovative Product/Service/Solution that requires Intellectual Property Right registration in collaboration with his/her supervisors shall table a case to the Research group and School by writing.
- 3.8.2 The school shall inform the Director of Research and innovation for IPR in the form of **patents** (e.g. utility patents for inventions, design patents for ornamental design and plant patents for new varieties of plants); **trade secrets** (e.g. formulas, recipes, processes and strategies that give a business a competitive advantage) **copyrights** (e.g. books, software, films); **industrial designs** (e.g features, patterns, business designs, business models); and **plant variety rights** (e.g breeders rights, new varieties of seeds).
- 3.8.3 Director of Research and innovation, in collaboration with the Dean of the respective School, 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 IPR filing.
- 3.8.4 The Special Committee shall sign confidentiality forms prior to the examination sessions not to disclose the case (non-disclosure forms).
- 3.8.5 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.

- 3.8.6 After filing the case, the student shall continue with research work and be allowed to patent and/or publish.
- 3.8.7 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.
- 3.8.8 The student can graduate either by IPRs or by publications.
- 3.8.9 One (1) IPR will be equivalent to three (3) published papers.
- 3.8.10 PhD by Research and Thesis who managed to produce an IP from their research work shall be allowed to graduate without a need for publications.
- 3.8.11 PhD (Research and Thesis) candidate will be allowed to graduate by writing one review paper.

### **3.9 Regulations for PhD Research Concept Note**

- 3.9.1 Concept note format, submission and assessment shall be guided by the students' research and innovation guidelines.
- 3.9.2 Student pursuing PhD by Coursework and Dissertation shall be required to present a concept note within the first three months upon completion of Outreach, Internship and Industrial Attachment,
- 3.9.3 Student pursuing PhD by Research and Thesis shall be required to present a concept note within the first three months of the first semester upon completion of Outreach, Internship and Industrial Attachment,
- 3.9.4 Concept Note submission and assessment shall be guided by the students' research and innovation guidelines.
- 3.9.5 Student pursuing PhD by Coursework and Dissertation shall be required to present a research proposal within the first two semesters.
- 3.9.6 Student pursuing PhD by Research and Thesis shall be required to be present a research proposal within the first semester.

### **3.10 Regulations for PhD Research Proposal**

- 3.10.1 Before commencing research for thesis/dissertation, a Student shall submit a comprehensive research proposal for approval by the Senate upon recommendation of the School Board in which the

Student is based and the SAITLC. Before the proposal is approved, the Student 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 Students within and outside the school. Under the guidance of supervisor(s), a PhD Student shall formulate a research proposal.

- 3.10.2 The research proposal shall be part of the coursework for Students pursuing studies by coursework and dissertation as prescribed in the respective curriculum.
- 3.10.3 A Student pursuing PhD studies by Coursework and Dissertation shall submit for final approval a comprehensive research proposal before commencing research work. Each Student shall make a presentation in defense of the proposal to a panel before the end of Semester II.
- 3.10.4 A Student 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.
- 3.10.5 Failure of presentation of a research proposal within the prescribed period without compelling reasons shall lead to discontinuation from studies.
- 3.10.6 Student shall follow approved NM-AIST Guidelines for Writing Student Research Proposals, Conduct of Research, and Preparation and Submission of Dissertation/ Thesis.
- 3.10.7 The Dean in consultation Research group Leader shall appoint a panel of three assessors, two of whom shall serve as discussants.
- 3.10.8 Prior to the date of proposal defense, a panel appointed for proposal defense will be given access to student's written proposal at least for five working days to examine and grade it using the Appendix form VI.
- 3.10.9 At the end of the presentation, the assessors shall score and grade the seminar using Appendix VIII, and submit the results to the Dean of School. 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 student 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.

- 3.10.10 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.
- 3.10.11 Students 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. Students failing to attain a score of B after three presentations shall be discontinued from studies.
- 3.10.12 Students 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 Student shall be discontinued from studies.
- 3.10.13 Failure to submit a research proposal within the prescribed period without compelling reasons shall lead to discontinuation from studies.
- 3.10.14 Students shall follow approved Guidelines for Preparation and

Submission of Students Research Proposals and Dissertation/projects/Theses, and Conduct of Students' Research.

- 3.10.15 Student 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.
- 3.10.16 Student 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.
- 3.10.17 Student 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.
- 3.10.18 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.

### **3.11 Dissertation/Thesis Examination and Degree Award**

- 3.11.1 The examination of the dissertation /thesis work shall comprise two parts, namely:
  - (a) Examination of dissertation/thesis
  - (b) Viva voce

### **3.12 Examination of Dissertation/Thesis**

- 3.12.1 At least three senior academicians and/or specialists in the subject or field of specialization appointed by the Senate upon recommendation of SAILC from amongst names submitted by the School Board shall examine every dissertation/thesis submitted.
- 3.12.2 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 Student and has no conflict of interest with the dissertation/ thesis to be examined.
- 3.12.3 At least THREE months before submitting the dissertation/ thesis,

the Student 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”.

- 3.12.4 The Dean of the School in consultation with the Research group Leader shall recommend the examination arrangement for the dissertation/thesis including submitting the curriculum vitae of the proposed External Examiners.
- 3.12.5 A student 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.
- 3.12.6 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 student. Plagiarism report shall be attached to the thesis/dissertation report submitted for examination.
- 3.12.7 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.
- 3.12.8 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.

- 3.12.9 Each Examiner shall summarize the evaluation of the dissertation/thesis with a definite grade ranging from A to D based on the assessment criteria.
- 3.12.10 If the grades provided by the Internal and External examiners differ, an average shall be computed.
- 3.12.11 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 student unconditionally if the Student 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 Student 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.
- 3.12.12 Where there is disagreement among the Examiners in the overall recommendation about the dissertation/thesis, the SAILC 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 SAITLC.
- 3.12.13 The average grade from examiners of the dissertation/thesis must be at least B.
- 3.12.14 A student 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.
- 3.12.15 A thesis/dissertation will be re-written and re-examined only once.
- 3.12.16 Work rejected by examiners after re-submission shall not be accepted for re- examination at NM-AIST and student should be discontinued.
- 3.12.17 Unless Senate has granted an approval, failure of a Student 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.

### **3.13 Condition for pre-examination of dissertation and thesis.**

- 3.13.1 There shall be pre-examination of dissertation and thesis which shall be held before the student's thesis/dissertation is submitted for internal and external examination.
- 3.13.2 Dissertation/thesis submitted for pre-examination shall be signed by supervisors and student, and must meet standards and guidelines as stipulated in students' research and innovation guidelines.
- 3.13.3 School examination officer must verify whether the submitted dissertation has met standards and guidelines as stipulated in

students' research and innovation guidelines. If the dissertation meet the standard and guidelines the examination officer shall inform the Dean to form the pre-examination panel. If not, shall be returned to the student for corrections.

- 3.13.4 The Dean of school in consultation with research group leader shall appoint at least THREE examiners within the institution.
- 3.13.5 Pre-examination documents shall be submitted to panel two weeks before the oral examination date.
- 3.13.6 The verdict of the pre-examination panel shall determine whether:
  - (a) Accepted as it (above 90%) for submission to the external and internal examination.
  - (b) Accepted with minor correction (70% to 90%) to be verified by supervisors before submission to the external and internal examination.
  - (c) Accepted with major correction (60% to 69%) to be returned to the pre-examination panel after three months for re-examination.
  - (d) Rejected and has to be resubmitted (Below 60%) to be returned to the pre-examination panel between six (6) and twelve (12) months for re-examination.
- 3.13.7 Internal examiner and supervisors shall not be part of pre-examination panel.

### **3.14 Procedures for Viva Voce**

- 3.14.1 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 students passes a viva voce examination, the host Research group under the supervision of the respective School shall arrange for a viva voce Examination. Students 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 Student and the Student has sufficiently demonstrated

- mastery of the subject matter in the dissertation/thesis.
- (b) The student has fully grasped and is conversant with the broader subject area in which the study is based.
  - (c) The student can adequately clarify all the weaknesses or deficiencies identified in the dissertation/project/thesis (if any).
  - (d) The student qualifies for the award of the PhD degree of NM-AIST.
- 3.14.2 Student's national flag shall be placed in the viva voce room.
- 3.14.3 School shall ensure availability of copies of the thesis/dissertation to viva voce panelists.
- 3.14.4 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 SAITLC. Members of the Panel shall be selected to ensure student 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 student. 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 student
  - (e) Research Group Leader where the student is registered or his/her appointee.

- (f) One senior academician or expert in the field of specialization of the student.
  - (g) Panel members stated in (a), (b) and (c) shall be mandatory. 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 Student/Candidate under examination
- 3.14.5 The Dean of School shall inform the Student in writing regarding the examination arrangements for defense of dissertation/thesis at least two weeks before the examination
- 3.14.6 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 Student 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 the Director of Academic Affairs 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.
- 3.14.7 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 Student 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 Student.

- 3.14.8 The viva voce panelists shall be provided with full texts of examiners' reports and copies of Students' dissertation/thesis, at least two weeks before the date of the oral defense of the dissertation/thesis. However, the Student shall not be allowed to get access to examiners' dissertation/thesis reports before the viva voce examination.
- 3.14.9 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 SAITLC.
- 3.14.10 The maximum duration of the viva voce examination shall be three hours apportioned as detailed below, however, Student with special needs shall be considered accordingly.
  - (a) Maximum of 45 minutes for presentation by the student /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 student and other people
- 3.14.11 The panel members shall have to declare no conflict of interest to the student/Candidate under examination.
- 3.14.12 The viva voce panelists shall, as far as possible, work towards arriving at a unanimous decision on the student's overall results of the PhD. Where the panelists are unable to reach unanimous decision as to whether the student passes or fails, a vote shall be taken to arrive at a decision. A majority vote in favour of passing the student shall be required for passing the PhD examination.
- 3.14.13 At the end of the viva voce examination, the panel members shall sign an examination results form, giving specific recommendations for one of the following actions:

- (a) The PhD degree be awarded to the student unconditionally.
- (b) The PhD degree be awarded to the student 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 student because of failure to defend the dissertation/thesis adequately BUT the student be allowed to revise and re-submit the dissertation/thesis for defense within 3-6 months.
- (d) The student 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 student not be awarded the PhD degree because he/she has failed outright to defend the dissertation/thesis and Student shall be discontinued from studies

3.14.14 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 student dissertation/thesis, the student shall be required to appear for a second viva voce examination.

3.14.15 If the Student fails to re-submit the dissertation/thesis within the specified period he/she shall be discontinued from studies.

3.14.16 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 student, the Senate Admission, Internationalization, Training and Learning Committee shall study the case and recommend to the Senate one of the following actions:

- (a) The student 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 student be deemed to have failed outright and not be awarded any degree and Student be considered to have been discontinued from the studies.

- (c) The Chairperson of the viva voce panel shall submit to the Chairperson of the SAITLC the recommendation of the panel and a comprehensive report approved by the all panelists detailing all the questions addressed to the Student and the answers given to those questions, within two weeks after the date of the viva voce examination.
- (d) A Student failing to attend a viva voce examination without compelling reasons shall be discontinued from studies unless directed otherwise by Senate.
- (e) A Student 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 Student 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.

#### 3.14.17 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 Chairperson of the panel 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 of the panel shall:
  - (i) Ensure that the student is present at the time required for the viva voce examination.
  - (ii) 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.
  - (iii) remind the panelists about the regulations and procedures pertaining to the conduct of the viva voce examination.
  - (iv) also inform the panelists, the number of questions submitted by the External Examiner who is not attending the viva voce.
  - (v) welcome invited members of the public into the viva voce examination room before the student is ushered in.
  - (vi) After the panelists and the members of the public have settled down, invite the student 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 Student.
  - (vii) invite the student 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.
  - (viii) remind the student on the purpose of and regulations for viva voce examination and the procedures to be followed.
  - (ix) invite the student 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.
  - (x) After the Student's presentation and the break, begin

asking the student his/her own questions.

- (e) 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
- (f) The second person to ask questions to Student shall be the Internal Examiner
- (g) Other Members of the Panel will then be given opportunity to ask the Student questions as will be guided by the Chairperson.
- (h) 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 Student to ascertain mastery or depth of knowledge of the Student about the area.
- (i) The student 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 Student'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.
- (j) At the end of the examination time, the Chairperson shall end the question- and-answer session and request the student 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 voice examination venue.
- (k) 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:
  - (i) If the student's work was original
  - (ii) If the student has grasped and demonstrated mastery of the

- specific and broader area in the field of his/her study
- (iii) If the Student has been able to clarify the weaknesses observed in the dissertation/thesis.
  - (iv) If the dissertation/thesis has significantly contributed to the body of knowledge in the student's field of study.
  - (l) As much as possible, the viva voce panelists shall work towards arriving at a unanimous decision on the student's overall results of the PhD work. Where the panelists are unable to reach unanimous decision as to whether the student passes or fails, a vote shall be taken to arrive at a decision.
  - (m) 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.
  - (n) The Academic Affairs Directorate shall oversee viva voce examination processes like all other examination activities at institutional level.

#### **4.0 THE REQUIREMENT FOR AWARD OF A MASTERS AND PhD DEGREE**

##### **4.1 Academic and Administration Requirements**

- 4.1.1 Student must complete courses and credits as described in respective curricula
- 4.1.2 Students undertaking PhD studies by Coursework and Dissertation shall be required to submit a dissertation in the form a monograph within the normal study period or allowable extension period, in partial fulfillment of the requirements for the award of the PhD degree of NM-AIST.
- 4.1.3 Students undertaking PhD studies by Research and Thesis shall be required to submit a thesis in the form of a monograph within the normal study period or allowable extension period in order to qualify for the award of the PhD degree.
- 4.1.4 In addition to the dissertation, such Student shall be required to produce evidence of a IPRs 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 student 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/thesis report.

- 4.1.5 In addition to the thesis, such a Student 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 Senate through respective School. The student 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.
- 4.1.6 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.
- 4.1.7 If part of the student's research work was undertaken in collaboration with other researchers and/or Students, 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 student in the collaboration was.
- 4.1.8 A letter from the student's supervisors should accompany the submitted dissertation/thesis. The letter should indicate the particular contribution of the student 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.
- 4.1.9 Student shall not be permitted to submit a dissertation/thesis for a PhD 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 by the student.

## **4.2 Submission of Dissertation/Thesis**

- 4.2.1 Students who have completed PhD research work 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 within the normal study period or allowable extension period as requirement for the award of the degree.
- 4.2.2 Student shall not be permitted to submit a dissertation/thesis for a PhD degree award at NM-AIST in less than 30 months from the date of first registration.
- 4.2.3 The dissertation/thesis format shall be as stipulated in Students research and innovation guidelines.
- 4.2.4 Before hard binding the dissertation/thesis, the student shall be required to submit a loose bound dissertation/thesis through the School to Director of Academic Affairs 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.
- 4.2.5 The final decision on the award of the PhD degree shall be made by Senate upon the recommendation of the SAILC. Physical copies of dissertation/thesis shall be presented to the Senate for verification before a final decision on the degree award is made.
- 4.2.6 The Senate may give directives for further improvement of the dissertation/thesis submitted to it by the SAILC and the same shall have to be addressed before the dissertation/thesis is approved for the award of the degree.
- 4.2.7 The student shall be required to submit a corrected soft copy version of the dissertation/thesis in a PDF, latex, braille (for vision impaired Students), plagiarism report signed by supervisors, 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, the student shall request for Error

Free by filling the error free request form which will be signed by the supervisor, Research group Leader/Programme Coordinator, the Dean of School and forwarded to the Chairperson of SAITLC.

- 4.2.8 The final four copies of the hardbound dissertation/thesis shall be distributed as follows:
- (a) University Library
  - (b) Research group
  - (c) Supervisor(s)
  - (d) Student
- 4.2.9 Published papers and submitted manuscripts shall be included in the dissertation/thesis in the manner stipulated in the Students Research and Innovation Guidelines.
- 4.2.10 The deadline for submission of error-free hardbound dissertation/thesis for graduation shall be at least two (2) weeks before the last Senate meeting preceding graduation. Students failing to meet this deadline shall be considered not ready for graduation
- 4.2.11 Students recommended for the award of degrees by Senate shall be presented for graduation at the next graduation ceremony. However, Students that may not present themselves physically for the graduation shall be conferred their degrees in absentia.

### **4.3 Award of Degree**

- 4.3.1 The Senate on the recommendation of the SAITLC shall make the final decision on the award of the PhD degree.
- 4.3.2 The Senate shall have power to revoke degree award if found that erroneous conferred to unqualified Student.
- 4.3.3 Students are free to appeal to Senate against any decisions regarding award of a PhD degree.

### **5.0 ROLES AND RESPONSIBILITIES OF ACADEMIC ADVISOR**

- 5.1. Academic Advisor shall support Students in managing professional and socio-psychological relationship with supervisors and staff.
- 5.2. Advisors are expected to have sufficient knowledge of their School and

the wider Institution to sufficiently support Student however, they shall not be expected to advise Students on all matters of personal and professional development.

- 5.3. Dean of School shall appoint an advisor for a Student within one month of the first semester.
- 5.4. Advisors shall be available to meet/make contact with their advisees at least twice within a semester.
- 5.5. Advisors shall arrange introductory meeting/contact with first year Students within the first four weeks after appointment. The contact may be physical or virtual
- 5.6. Advisory meetings or contact should provide an opportunity for the academic advisor to encourage their student's developmental action planning/goal setting and reflection on performance, skills acquisition and employability.

## **6.0 CONDITIONS AND PROCEDURES FOR HANDLING ASSESSMENTS FOR MASTER'S AND PhD PROGRAMMES**

There shall be two modes of assessment, namely formative and summative. Both formative and summative are used to assess a student in a particular course; the student shall be required to pass each component independently.

### **6.1. Formative Assessment**

- 6.1.1 Formative assessment at NM-AIST is a crucial component of the learning process, designed to provide ongoing feedback that enhances students' academic development and research skills. As a research-intensive institution dedicated to excellence in SETI, NM-AIST prioritizes formative assessment to help students identify their strengths and areas for improvement throughout their academic journey. Formative assessments align with the institution's mission of producing innovative and solution-driven graduates by fostering critical thinking, problem-solving skills, and a deep understanding of the subject matter.
- 6.1.2 Formative assessment for common core courses shall be as follows:
  - (a) Institutional common core courses shall be offered by the School of Business Studies and Humanities (BuSH).
  - (b) All common core courses (Institutional common core and school

common core) shall be mandatory for all coursework and dissertation students at NM-AIST.

- (c) For research and thesis, all Master's and PhD students in the School of MEWES, CoCSE, and BuSH shall be required to achieve 20 credits for the institutional common core, as well as a minimum of 28 credits from the school common core courses.
- (d) For Research and Thesis, all students in the school of CoCSE shall be required to achieve 20 credits for institutional common core as well as a minimum of 10 credits for Master's and 14 credits for PhD from the school common core courses.
- (e) The detailed formative assessment methods shall be described in the respective curricula.
- (f) Formative assessment shall comprise 60% of the overall assessment.
- (g) To pass, a student shall attain a minimum of 36 marks (60% of formative assessment).

#### 6.1.3 Formative assessment for other courses (such as program core, specialty, electives, and research-guided courses)

- (a) Formative assessments shall cover a combination of at least three methods for the school of MEWES, COCSE, and BuSH
- (b) For the school of LiSBE, the formative assessments shall cover a combination of at least five assessment methods.
- (c) The details of the formative assessment methods shall be described in the respective curricula.
- (d) Through various assessment methods, a student shall receive constructive feedback within the semester that guides their learning and ensures they meet the high academic and research standards set by NM-AIST.
- (e) The formative assessment for Master's students in the school of MEWES, CoCSE and BuSH shall comprise 60% of the overall assessment.
- (f) The formative assessment for master's students in the School of LiSBE shall comprise 80% of the overall assessment for both Masters and PhD students.

- (g) To pass, a master's student in the school of MEWES, CoCSE and BuSH shall attain a minimum of 36 marks (60% of formative assessment) except for MASE students in the school of MEWES whose formative assessment shall comprise 42 Marks (70% of formative assessment) of the overall assessment.
- (h) The formative assessment for master's and PhD students in the school of LiSBE, shall comprise 80% of the overall assessment.
- (i) To pass, a Master's student in the school of LiSBE shall attain a minimum of 48 marks (80% of formative assessment) for both Masters and PhD.
- (j) The formative assessment for PhD students in the school of MEWES, COCSE and BuSH shall comprise 70% of the overall assessment.
- (k) To pass, a PhD student in the school of MEWES, COCSE and BuSH shall attain a minimum of 42 marks (70% of formative assessment).
- (l) The details of the formative assessment methods shall be described in the respective curricula.
- (m) A student in the school of MEWES, COCSE, and BuSH who fails to reach the pass mark (36 out of 60 for Master's and 42 out of 70 for PhD) for formative assessment shall not be permitted to proceed with summative assessment, and shall be required to repeat a respective course.
- (n) A student in the school of LiSBE who fails to reach the pass mark (48 out of 80 for Master's and PhD) for formative assessment shall not be permitted to proceed with summative assessment, and shall be required to repeat a respective course.

## **6.2. Summative Assessment**

6.2.1 The summative assessment at NM-AIST serves as a crucial evaluation tool measuring students' overall understanding, competencies, and achievement of learning outcomes at the end of an academic period or semester. As a research-intensive institution, NM-AIST emphasizes rigorous and objective assessment methods to

ensure its graduates possess the knowledge, skills, and research capabilities needed to address global scientific and technological challenges.

### **6.3. Non-University Examination Summative Assessment**

#### **6.3.1. Institutional common core courses**

6.3.1.1. Summative assessments for institutional common core courses shall cover several innovative assessment methods, not limited to: intellectual property strategy development and/or analysis, philosophical text analysis and or commentary, ethical policy design and or analysis; development of viable business plan, market feasibility study, technology market feasibility analysis, industry trend and disruption analysis, development of innovation pipeline/framework for industries; startup ecosystem analysis, economic impact of innovations or technologies, economic feasibility study, analysis of innovation or patents trends, and analysis of disruptive innovations.

6.3.1.2. The details of the summative assessment methods shall be described in the respective curricula.

6.3.1.3. The summative assessment shall comprise 40% of the overall assessment. To pass the common core courses, student shall attain a minimum of 24 marks (40%) of formative assessment

#### **6.3.2 Other courses (such as school core, program core, specialty, electives, and research-guided courses)**

6.3.2.1 Summative assessments shall cover a combination of at least three methods for the school of MEWES, COCSE, and BuSH

6.3.2.2 The details of the summative assessment methods shall be described in the respective curricula.

6.3.2.3 Through various assessment methods, a student shall receive constructive feedback within the semester that guides their learning and ensures they meet the high academic and research standards set by NM-AIST.

6.3.2.4 The summative assessment for Master's students in the school of

MEWES, COCSE and BuSH shall comprise 40% of the overall assessment, except for MASE, whose summative assessment shall comprise 30% of the overall assessment.

- 6.3.2.5 To pass, student Master's students in the school of MEWES, COCSE and BuSH shall attain a minimum of 24 marks (60% of summative assessment), except for MASE students in the school of MEWES who shall attain a minimum of 18 marks (60% of summative assessment)
- 6.3.2.6 The summative assessment for Master's and PhD students in the school of LiSBE shall comprise 20% of the overall assessment.
- 6.3.2.7 The summative assessment for PhD students in the school of MEWES, COCSE and BuSH shall comprise 30% of the overall assessment.
- 6.3.2.8 To pass, PhD students in the school of MEWES, COCSE, and BuSH shall attain a minimum of 18 marks (60% of formative assessment)
- 6.3.2.9 A student in the school of MEWES, COCSE, and BuSH who fails to reach a pass mark (24/40 for Master's and 18/30 for PhD) for the summative assessment shall be required to do supplementary assessment only once
- 6.3.2.10 A student in the school of LiSBE who fails to reach a pass mark (12/20 for both Master's and PhD) for the summative assessment shall be required to do supplementary assessment only once
- 6.3.2.11 A student who fails the supplementary assessment shall be required to repeat the course.
- 6.3.2.12 A student shall be allowed to repeat a course only once.
- 6.3.2.13 A student who failed a repeated course shall be discontinued

## **6.4. University Examination Summative Assessment**

### **6.4.1 Assessment weight**

- 6.4.1.1 The UE summative assessment for master's students in the school of MEWES, COCSE and BuSH shall comprise 40% of

the overall assessment.

- 6.4.1.2 To pass, student master's students in the school of MEWES, COCSE and BuSH shall attain a minimum of 24/40 marks (60%) of summative assessment
- 6.4.1.3 The summative assessment for PhD students in the school of MEWES, COCSE and BuSH shall comprise 30% of the overall assessment.
- 6.4.1.4 To pass, PhD students in the school of MEWES, COCSE, and BuSH shall attain a minimum of 18 out of 30 marks (60% of formative assessment).
- 6.4.1.5 The summative assessment for PhD students in the school of LISBE shall comprise 20% of the overall assessment for both Masters and PhD students.
- 6.4.1.6 To pass, master's students in the school of LISBE shall attain a minimum of 12/20 marks (60%) of summative assessment
- 6.4.1.7 A student who fails to reach the pass mark for the summative assessment shall be required to do a supplementary assessment only once.
- 6.4.1.8 A student who fails the supplementary assessment shall be required to repeat the course.
- 6.4.1.9 A student shall be allowed to repeat a course only once.
- 6.4.1.10 A student who failed a repeated course shall be discontinued.

#### **6.4.2 Examination Setup**

- 6.4.2.1 The University Examination can be in a form of open or closed examination.
- 6.4.2.2 The course Instructor is the Internal Examiner who sets the examination and shall submit it to the Dean of the School in five working days before the commencement of the examination.
- 6.4.2.3 Setting of the examination shall consider students with special needs, e.g. audio, brail, font, time, etc.
- 6.4.2.4 All examination logistics that includes sitting allocation shall

consider students with special needs

6.4.2.5 There shall be different assessment tools to be used for students with special needs

6.4.2.6 The format for NM-AIST examination will be as detailed below:

**Table 1:Assessment Domains**

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

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

**Table 2: Generic Format of Final Examination Assessment**

<b>Domain</b>	<b>Knowledge and Comprehension</b>	<b>Application</b>	<b>Analysis</b>	<b>Synthesis</b>	<b>Evaluation</b>	<b>Total</b>
Percentage	10	30	20	20	20	100

6.4.2.8 A student shall be required to attempt five (5) questions out of seven (7) in the semester Examination.

6.4.2.9 Each examination shall be set to be done within 3 hours, as shown in the examination timetable.

6.4.2.10 The Dean of the School in consultation with the Research group Leader, shall appoint a panel of at least two academic staff to moderate each paper in the respective Research group Leader/School.

6.4.2.11 The processing of the examination shall be made under maximum confidentiality and integrity.

6.4.2.12 The Dean of the School shall be the custodian of the examination questions.

6.4.2.13 Where there is a leakage of examination, the University shall nullify the examination and require the students to re-sit the examinations.

- 6.4.2.14 Disclosure or leakage of examinations by any person shall be thoroughly investigated and punishable by the relevant disciplinary authority.
- 6.4.2.15 The Dean of the School shall appoint a member(s) of academic staff who shall process questions in terms of typesetting, printing/photocopying, packing and sealing of the examination.
- 6.4.2.16 The Dean of the School shall appoint a member(s) of academic staff to invigilate a particular examination before the commencement of the University examinations.
- 6.4.2.17 There shall be no special registration of students for the examination. Every student registered for a particular course shall be deemed to be also registered for the corresponding examination(s) in the relevant course of study.
- 6.4.2.18 A student shall be admitted to an examination room on the condition that:
- (a) A student does not owe the university any fees required and/or other financial dues.
  - (b) The overall attendance of the student 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) A student 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 student.

### **6.4.3 Examination Administration**

- 6.4.3.1 Any student who is unable to appear in the examinations shall, two weeks before the commencement of the respective examination(s), report in writing to the Dean of the School through the Research group Leader, giving sufficient reasons and/or evidence to support his/her inability to sit for the examinations. The Dean of the School shall transmit the

Student's request to DVC-ARI for approval using the examination postponement form (Appendix XV).

- 6.4.3.2 Such a student must have a prior written approval from the DVC- ARI indicating that he/she has been allowed to postpone the said examination(s).
- 6.4.3.3 If a student 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.
- 6.4.3.4 A student shall be allowed to enter the examination room upon showing his/ her Identity Card and the Examination Registration Number card.
- 6.4.3.5 A student shall be required to be in the examination room 15 minutes before the examination starts.
- 6.4.3.6 A student shall not be allowed to get out of the examination room in the first 30 minutes and the last 15 minutes of the examination.
- 6.4.3.7 No student shall be allowed to enter the examination room 30 minutes after the examination has started.
- 6.4.3.8 The invigilator shall not leave a room without a replacement, and each examination room shall have at least one invigilator.
- 6.4.3.9 The Invigilator shall fill the Examination Attendance Form, putting on record the attendance by Student'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 /Dean for further processing of examination scripts.
- 6.4.3.10 The invigilator shall make sure that the students with special needs are assisted in all aspects pertaining to examination regulations during the whole period of examination.
- 6.4.3.11 There shall be a Chief Invigilator appointed by the Dean of

the School who shall oversee the coordination of the examination conduct of the school in the respective semester.

- 6.4.3.12 The braille examination scripts shall be translated by experts to normal text or marked by experts in the respective field.
- 6.4.3.13 After marking the University examination(s) the Internal Examiner shall prepare a summary report on students' performance, fill in an examination mark sheet, upload the results into the students' Information Management System (SIMS), and submit the marking scheme together with the marked scripts to the relevant Dean of School
- 6.4.3.14 The schools shall ensure that all tests, assignments, term papers, and other forms of assessment made during the semester are marked and uploaded to SIMS two weeks before the commencement of the examination.
- 6.4.3.15 Coursework answer papers shall be returned to Students after being marked by instructors before the examination preparation week.
- 6.4.3.16 The student shall be obliged to evaluate his/her instructor teaching a respective course as a requirement for accessing continuous assessment results.
- 6.4.3.17 It shall be an obligation of the students to verify the accuracy of his/her coursework results before the commencement of the semester examination.
- 6.4.3.18 Semester Examination shall be held as per NM-AIST examination timetable. The weighting of the final examination in determining the grade for the course shall be as specified in the specific curriculum.
- 6.4.3.19 The instructors of the respective course shall mark examination scripts and upload the results in SIMS within two weeks after the end of university examinations.

#### **6.4.4 Computation of the GPA**

- 6.4.4.1 The examination grading system shall be the same in all

Schools, and score grades shall be taken into account when calculating cumulative GPA.

6.4.4.2 Computation of cumulative GPA for the coursework and dissertation students shall be done at the end of each semester, whereas the computation of GPA for research and thesis students shall be done at the end of the study programme using the scores as indicated below:

**Table 3: Computation of GPA**

<b>Grade</b>	<b>Range of Marks (%)</b>	<b>Formula</b>	<b>Grade Point</b>	<b>Description</b>
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 (%)

6.4.4.3 The total weighted Grade Points (Grade points multiplied by the credits of the examined subject) of all subjects shall 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.

6.4.4.4 Master's degrees shall be classified into the following awards using the five-point grading system as follows:

**Table 5: Classification of GPA**

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

- 6.4.4.5 The minimum pass mark for all courses shall be a B grade of 60%.
- (a) PhD degrees awarded shall not be classified
  - (b) A Student pursuing a 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).
- 6.4.4.6 The cumulative GPA at the end of an academic year shall determine the fate of the students' Master's/PhD by for coursework and dissertation.
- 6.4.4.7 A student pursuing a Master's/PhD by coursework and dissertation whose cumulative GPA is below a B grade (i.e. GPA below 3.0) shall be discontinued from studies.
- 6.4.4.8 The maximum grade for supplementary examination shall be a B of 60%.
- 6.4.4.9 Dissertation/thesis/project report score grade for master's degrees shall be a part of the calculation of the cumulative GPA
- 6.4.4.10 A student sitting for supplementary examination(s) shall be assessed based on his or her supplementary examination(s) results only, but his or her coursework scores shall not be taken into account in the assessment.
- 6.4.4.11 A student pursuing Master's/PhD by coursework and dissertation 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.

- 6.4.4.12 A student who fails the repeated course shall be allowed to sit for supplementary examinations after which, if a Student fails the Supplementary Examination, shall be discontinued from studies.
- 6.4.4.13 Schools shall administer supplementary and special examinations within two months after the Senate's approval of the Semester examination results.
- 6.4.4.14 All cases of alleged examination irregularities shall be referred to the SAITLC. The Committee shall have powers of summoning a student and members of staff as it deems necessary upon recommendation of school board. The Committee shall submit a report of its findings and recommendations to the Senate for approval, before any action. Any Student 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.
- 6.4.4.15 A student who discontinued from studies on academic grounds may apply for re-admission into the same programme at least one year for master's and two years for PhD after the date of discontinuation from studies.
- 6.4.4.16 All semester and research proposal examination results shall be processed by the Board of Examiners and endorsed by the School Board for transmission to SAITLC for Senate approval before a student can proceed with the research phase.
- 6.4.4.17 Any student who manoeuvres at any stage and attends examination(s) or any form of assessment, his/her results shall be nullified.
- 6.4.4.18 There shall be a Special supplementary examination for those who missed the normal supplementary under

justifiable reasons, and are in their last year of studies, after the approval of the DVC-ARI through the Dean of the School.

## **7.0 EXAMINATION IRREGULARITIES**

- 7.1. Unauthorized materials for closed book assessment (e.g., written materials, purses, smart devices and communication gadgets, AI and computing devices, storage and connectivity devices, audio and recording devices, such as cell phones, smartphones, smartwatches, smart glasses, pagers, AI-powered translation devices, storage and connectivity devices, voice recorders, digital assistants, 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.
- 7.2. Any student found in possession of such materials shall be reported by the Chief Invigilator through the respective Dean of the School to the Deputy Vice-Chancellor for Academic, Research and Innovation for appropriate action.
- 7.3. There shall be no borrowing of materials of any kind, including calculators, rules, statistical tables, pencils, and pens, among students during examinations.
- 7.4. All cases of alleged examination irregularities shall be referred to the Senate Admission, Internationalisation, Training, and Learning Committee (SAITLC).
- 7.5. The SAITLC shall have the powers to summon students and members of staff as it deems necessary.
- 7.6. The findings and recommendations of the SAITLC shall be submitted to the Senate for consideration and decision on appropriate action to be taken.
- 7.7. Any Student 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**

- 8.1 Plagiarism refers to all acts of malpractice in the preparation of academic/scholarly works, including dissertations/theses or artificial intelligent generated materials, 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.

8.2 Student 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 who is responsible for checking and certifying compliance with approved academic standards, observes the following:

- (a) Student submitted or presented the work of another person as his or her own;
- (b) Student has submitted the same, or substantially the same work more than once at NM-AIST or another institution for publication or degree award;
- (c) Student has fabricated, falsified, or doctored data or research results, records, information, or documents;
- (d) Student has not acknowledged the work of another person while the same has been used in preparing a publication, dissertation or thesis;
- (e) Two or more students/ students have colluded or collaborated to produce the same work submitted by each for publication, dissertation or thesis without prior permission for such collaboration by relevant authorities;
- (f) Availability of evidence that the students and/or student 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.

8.2.1 All dissertations, theses, and other publications submitted by Master's and PhD Students at NM-AIST shall be subjected to a plagiarism test.

8.2.2 The maximum accepted level of plagiarism for any scholarly work produced by Students at NM-AIST shall be 20%.

8.2.3 All suspected cases or alleged acts of plagiarism shall be referred to the SAITLC for investigation.

8.2.4 The SAITLC shall have the powers to summon students, students, and members of staff, as it deems necessary for the purposes of examining the cases for evidence of plagiarism.

- 8.2.5 The SAITLC shall submit a report of its findings and its recommendations to Senate for appropriate action to be taken.
- 8.2.6 Depending on the nature and extent or seriousness of the act of plagiarism committed, the Senate shall apply the following sanctions:
- (a) The students or student's work (research proposal, dissertation, thesis or publication) be rejected and the student be required to re-write or undertake research work.
  - (b) The student be discontinued from studies.
  - (c) The degree or other academic credentials already awarded to the student by the Institution be withdrawn.
- 8.3 Plagiarism report signed by supervisor shall be submitted in line with all other documents such as research proposal, dissertation or thesis for examination, manuscript for journal publication and dissertation/ thesis for final submission.

## **9.0 APPEAL PROCEDURES**

### **9.1 Appeal on provisional semester results**

- 9.1.1. Students' appeals shall be addressed to the Dean of the 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. Appeals may be lodged beyond the prescribed time upon justifiable reasons submitted to the SAITLC through the Dean of the School for transmission to Senate for approval.
- 9.1.2. 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.
- 9.1.3. If an appeal by the student is related to unfair marking, the DVC-ARI shall call for an independent/External Examiner to re-examine the examination and provide a report to DVC-ARI, who shall then forward it to the Senate with observations and recommendations.
- 9.1.4. No appeal shall be lodged against coursework marks unless there is reasonable proof that the student had no prior knowledge of the error due to reasonable circumstances beyond his/her control.

- 9.1.5. If a student 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 the commencement of the University examinations.
- 9.1.6. No appeal will be entertained under the following conditions:
- (a) The student appeals for re-marking of the 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 student had raised them promptly and in writing, at the time when they first arose.
  - (c) A Student alleges illness or other factors while he/she had an opportunity to postpone studies or examination(s) but voluntarily opted not to seize the opportunity.
- 9.1.7. 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.
- 9.1.8. In the case that a student's appeal has been successful, the respective School will have the responsibility of setting an examination for the student when deemed necessary.
- 9.1.9. Any Student or Student aggrieved by a decision of the Senate on the terms of the provisions of the regulations regarding examination irregularities may apply for review of the decision made by the Senate.

## **9.2. Appeal Against the Decision of Senate**

- 9.2.1. Students' appeals against the decision of the Senate shall be addressed to the Chairman of the Senate through the Chairperson of the School Board and Chairperson of SAITLC using appeal forms (Appendix XVI) within fourteen (14) days from the date of receiving the

letter of decision of the Senate.

- 9.2.2. In exceptional cases, such as illness, appeals may be lodged beyond the prescribed time upon approval by the Chairperson of the Senate
- 9.2.3. The Chairman of the Senate shall appoint an Appeal Panel whose responsibilities will be to scrutinize the authenticity of the appeals and recommend to the SAILC for consideration, which shall, in turn, forward its recommendations to the Senate for appropriate action.
- 9.2.4. Any student aggrieved by a decision of the Senate on the terms of the provisions of the regulation may apply for review of the decision made by the Senate.
- 9.2.5. Appeals made under regulation 9.2(i) above shall be lodged with the Deputy Vice-Chancellor for Academic, Research and Innovation, who shall forward them to the Senate with observations and recommendations.
- 9.2.6. A Student 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 student presents new developments and/or grounds that were not and could not be made available to the Senate at the first appeal.
- 9.2.7. The Senate's decision on an appeal shall be final and conclusive, and no further appeal shall be entertained regarding the same issue.

## **10.0 POSTPONEMENT, FREEZING AND DE-REGISTRATION FROM STUDIES**

### **10.1. Postponement of studies**

- 9.1.1 Students registered for Master's and PhD studies at NM-AIST may postpone, freeze or de- deregister from studies if there are compelling reasons and upon approval by the Senate. Postponement of studies may be considered for Students who have not finished the first semester of the coursework phase, while freezing of studies will apply to Students who have either completed the first semester of the coursework phase or are under the research phase.
- 9.1.2 Postponement of studies may be granted by the Chairperson of the Senate on the following conditions:

- (a) A Student who has secured admission at NM-AIST and paid fees but not yet registered may be permitted by the Chairperson of Senate to defer registration for a period of up to two years during which admission will remain valid.
- (b) A Student who intends to postpone studies shall fill the study postponement form (**Appendix XXI**), through his/her respective School to the Chairperson of Senate.
- (c) A registered Student 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 the Chairperson of the Senate.

9.1.3 Students who will have been granted permission to postpone studies after registration shall, upon resumption of studies, be required to start as fresh students. The already paid University fees shall be carried over upon resumption or pay the difference in case of a fee increment.

9.1.4 Permission to postpone studies may be considered after a student provides evidence of the reason for postponement. Reasons may include:

- (a) Sickness or social problems (each case to be considered on its merit); or
- (b) Employer has requested the respective Student to attend special assignments, as the case may be; or
- (c) Financial challenges affecting student academic progression

9.1.5 A Student who wishes to resume studies after postponement must give notice in writing of one month before the expiry of his/her postponement period to the DVC- ARI through the Dean of the School.

9.1.6 A Student 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**

10.2.1. Permission to freeze studies will be considered after producing satisfactory evidence of the reason for freezing studies. Special

circumstances shall include:

- (a) Sickness or social problems (each case to be considered on its own merit); or
- (b) The employer has requested the respective Student to attend special assignments, as the case may be; or
- (c) Financial challenges affecting student academic progression.

10.2.2. Conditions for freezing studies at NM-AIST shall be as follows:

- (a) A Student may be allowed to freeze studies for a maximum period of one year and a minimum of three months.
- (b) A Student who has frozen studies may request 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 student.
- (c) Students 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.
- (d) Under medical grounds, the Senate may consider students' requests for freezing beyond the twenty-four months.
- (e) With the exception of medical grounds, a students shall not be allowed to freeze period during extension period.

10.2.3. A Student 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 supervisor and Dean of School.

### **10.3. Deregistration from Studies**

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

- (a) A Student may apply to de-register by filling deregistration form (Appendix XIX) at any phase of the study programme giving reasons for the same.
- (b) A de-registered Student ceases henceforth to be a Student and fees paid to the Institution shall not be reimbursed to the student

or sponsors of the student that deregisters.

- (c) A de-registered Student may apply for re-admission to the same study programme after at least one year has elapsed but, in the period, not exceeding five (5) years after de-registration.

#### **10.4. Discontinuation from Studies**

10.4.1. The student shall be discontinued on the following ground:

- (a) Failure to renew registration for studies without a reasonable cause for a period of six months (one semester).
- (b) Academic grounds such as low GPA, failure in a course, programme or dissertation/thesis or failure of submission of dissertation/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) For Student undertaking research work, supervisor(s) may recommend discontinuation of Students 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 Student through the Research group Leader to the School Board which will scrutinize it before transmission of the same to the Senate for consideration.

10.4.2. Acts of indiscipline that contravenes with national laws, Students' By-Laws and any other Institutional regulations and guidelines.

10.4.3. A Student 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.

- 10.4.4. A Student 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.
- 10.4.5. In the case of discontinuation, the Institution shall not reimburse fees to the student or sponsor(s).

## **11.0 PRESERVATION OF EXAMINATION SCRIPTS**

- 11.1. Schools shall preserve examination scripts in the examination strong room for the purpose of reference for a period described in the record retention and disposal schedule.

## **12.0 TRANSCRIPTS AND ACADEMIC CERTIFICATES**

### **12.1. Preparation and insurance of certificates**

- 12.1.1. Students' registration at NM-AIST is held in January and June of each calendar year. Ceremonial graduation be conducted in August of each year in order to give students a full year to complete their research work. Therefore, certificates will be issued in March and September of each year.
- 12.1.2. The Council shall approve the list of candidates who meet graduation requirements upon recommendation of Senate.
- 12.1.3. Certificates of respective students shall be prepared after approval of the Council.
- 12.1.4. The date of the Council Meeting that approved the award of degree shall be indicated on the student's degree certificate.
- 12.1.5. The list of graduands approved by Council shall be submitted to the Chancellor for endorsement before graduands are issued certificates.
- 12.1.6. All candidates approved by the Council shall be presented in the graduation book for the congregation constituted by the Chancellor during next graduation ceremony.
- 12.1.7. Applications for transcripts and certificates shall be made by using the prescribed application forms (Appendix XVII).

- 12.1.8. 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.
- 12.1.9. The Institution shall not bear responsible for any loss or damage of the certificate and transcript sent via currier service.
- 12.1.10. 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.
- 12.1.11. The applicant requesting the transcript and certificates shall be required to submit a copy of clearance form to School that confirms that the applicant does not owe the University any dues.
- 12.1.12. 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.
- 12.1.13. A graduate may request addition transcript which will be subject to payment of fees as approved by Council from time to time.

## **12.2. Certification of Transcript and Certificates**

- 12.2.1. The Deputy Vice-Chancellor for Academic, Research and Innovation certify and/or authenticate transcripts and certificates as the true copy of the original.
- 12.2.2. Certification of copies of certificates or transcripts shall be made upon payment of a fee approved by the Council from time to time.

## **12.3. Replacement of Certificate**

- 12.3.1. 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:
  - a) 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 a sworn affidavit

- b) A certificate so issued shall be marked "REPLACEMENT COPY" across it,
- c) The replacement certificate shall be issued in at least a period of 6 months 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,
- d) 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 Student 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 Students to take and complete a part of their programme of studies from any other recognized universities for which the students 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 Offering of Double Degrees**

- (a) In Double degrees, two degrees might be offered in the same subject area or in two totally different subjects. Degree obtained through a collaboration arrangement between two or more universities awarded separately by each of the collaborating

universities. In this case the student 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.

- (b) NM-AIST shall offer double degrees as recognized degree certificates issued by NM-AIST and another accredited institution involved in an integrated study programme.

### **13.1.2 Award of Degree**

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

- (a) Logo of the awarding university;
- (b) 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;
- (c) Signatures of authorized persons in the awarding university; and
- (d) 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:

- (a) An academic programme will be offered in jointly 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 institutions offering an integrated study programme by jointly supervise the duration of the programme and apportion time between the collaborating institutions.
- (b) 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.
- (c) The duration of the programme will not be specified beyond

that in single university and thus Students 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 certificate shall consist of the following features:

- (a) Logo of each of the awarding universities,
- (b) Statement indicating that the awarding universities grant the award jointly,
- (c) Signatures of authorized persons in each of the awarding universities, and
- (d) The institutional seal of each of the awarding universities.

## **13.3 Collaborative Degree**

### **13.3.1 Modality of Delivery**

The NM-AIST may offer collaborative degree whereby:

- (a) NM-AIST which is accredited to offer degree jointly participate with another non accredited institution that has facilities and staff who can participate in training and supervise students.
- (b) The NM-AIST will team-up to collaborate, supervise Students with other institutional collaboratively deliver programme with NM-AIST.

## **14.0 AEGROTAT AND POSTHUMOUS DEGREE AWARDS**

### **14.1 Aegrotat degree award**

- 14.1.1 Anaegrot at 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.
- 14.1.2 The Research group Leader after consultation with the Dean of School in which the student was registered shall formally make a request to the Senate through SAILC for the aegrotat degree to be considered for award.

- 14.1.3 The Senate on the recommendation of the SAITLC shall make the final decision on the award of the aegrotat degree.
- 14.1.4 The aegrotat degree shall be awarded by Senate upon recommendations from the school in which the student was registered through SAITLC.
- 14.1.5 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.

## **14.2 Posthumous degree award**

- 14.2.1 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.
- 14.2.2 The Research group Leader after consultation with the Dean of School in which the student was registered shall formally make a request to the Senate through SAITLC for the posthumous degree to be considered for award.
- 14.2.3 The Senate on the recommendation of the SAITLC shall make the final decision on the award of the posthumous degree.
- 14.2.4 The word “posthumous” shall appear in all relevant documents of the deceased Student such as dissertation/thesis, transcript, certificate, and other academic records.
- 14.2.5 If the next of kin so desires, the posthumous degree shall be awarded in the name of the deceased Student and shall be announced at the next graduation ceremony.

## **15.0 POSTDOCTORAL ASSOCIATESHIP**

### **15.1. Definition**

Postdoctoral associateship is referred as Post Doc which 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.

## **15.2. 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 Students.
- (d) To enable Schools/research units to develop new areas of research and enhanced research productivity through increased level of publications and postgraduate Student outputs.

## **15.3. 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.

## **15.4. 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.

## **15.5. Duration of award**

The duration of the post-doctoral fellowship shall be for a minimum of one (1) year to a maximum of five (5) 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.

## **15.6. Regulation guiding post-doctoral registration**

- 15.6.1. 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 2<sup>nd</sup>

year upon approval by senate.

- 15.6.2. 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 as per Institutional Framework
- 15.6.3. For the duration of two years, a satisfactory progress report at the end of the first year will justify continuation to the second year.
- 15.6.4. Progress for postdoctoral candidates shall be monitored through submission of progress reports on six monthly bases as is the case for Master and PhD Students and through seminar presentations.
- 15.6.5. 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.
- 15.6.6. 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.
- 15.6.7. 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.

### **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

### **16.0 HONORARY DOCTORATE (HONORIS CAUSA) AWARD**

- 16.1. The NM-AIST shall confer an honorary doctorate (honoris causa) degree award to an eligible person in accordance with the guidelines set by the

Commission.

- 16.2. The NM-AST shall award an honorary doctorate (honoris causa) degree to a candidate who has:
  - (a) Made extraordinary contributions to academia and/or society, to the development of the institution, or to the betterment of culture, society, or the local community,
  - (b) An established international reputation for excellence within a particular academic field, and has demonstrated outstanding academic leadership, through activities such as a strong publication record, graduate supervision, innovation and entrepreneurship,
  - (c) Made a significant and direct contribution to the institution in terms of the Charter or vision, mission and strategic goals, and
  - (d) Been of outstanding service to the community, or the nation through activities or endeavours consistent with the institution's Charter, vision, mission and strategic goals.
- 16.3. An honorary doctorate degree (honoris causa) shall not be an academic award and therefore shall not be used for academic, professional or work-related purposes and such an award shall reflect an honour to a person who meets the university criteria for that purpose.
- 16.4. The institution shall be required to indicate that the award referred to as honorary doctorate (honoris causa) degree and not academic, as indicated in the following example: Mr. Mashauri Maneno, DSc (Hon. Causa) or as PhD (Hon. Causa) and not Dr. Mashauri Maneno or Mashauri Maneno, PhD.
- 16.5. Nominations for candidates for honorary doctorate must be submitted to the Senate through the office of a Dean of the respective school within a reasonable time in advance for the August graduation who will transmit to the Vice Chancellor through the DVC-ARI.
- 16.6. The submitted request of honorary doctorate shall have a brief summary of the individual's accomplishments and reason for considering the individual for an honorary degree.
- 16.7. The vice Chancellor upon recommendation of the DVC-ARI, shall appoint a nomination team which shall request additional material in support of a nomination. The initial nomination shall:
  - (a) Be signed by the proposer(s) and the respective Dean of School;

- (b) Briefly describe the individual's accomplishments, including contributions to society, culture, scholarship, science, or art; and
- (c) If available, include a brief biography of the person.
- (d) Additional letters supporting the nomination may be included.

16.8. Review, selection and notification

- (a) The special panel appointed by the Vice chancellor on honorary degrees award shall screen nominations and recommend, with supporting rationale to the Senate through School Board and SAITLC for transmission to Council for approval.
- (b) Every effort will be made to ensure that individual nominations and discussions of nominees be confidential throughout the process. No publicity shall be issued regarding the nominees until final approval by the NM-AIST Council.
- (c) After the Council approval the nominee shall be informed of the honor; this will be coordinated by the Office of the vice Chancellor.

**17.0 MICRO- CREDENTIALS**

NM-AIST shall offer and manage micro credentials. As follows:

**17.1 Structure of Micro-Credential programme**

- (a) The Micro-Credential programme structure shall have the following aspects:
  - (i) **Skill-based Micro-Credentials:** certify mastery of specific, job-relevant skills through targeted, flexible training and practical assessments aligned with industry standards.
  - (ii) **Role-based Micro-Credentials:** certify the skills and knowledge needed for specific job roles, combining targeted training and assessments to prepare individuals for industry-aligned careers.
  - (iii) **Pathway Micro-Credentials:** certify incremental learning achievements that can be stacked toward broader qualifications, offering standalone value while supporting long-term academic or professional advancement.
- (b) Each Micro-Credential program shall have its clear outline/curriculum.
- (c) Each Micro-Credential program shall indicate admission requirements

- (d) Each Pathway Micro-Credential program shall have the minimum entry requirements
- (e) Pathway Micro-Credentials may contribute towards earning a professional certification or a master's degree in a relevant program.

## **17.2 Eligibility and enrolment criteria**

- (a) All interested applicants are eligible to the Skills-Based and Role-Based Micro-Credential programs offered at the institution.
- (b) The enrolment stated in 17.1(a) (iii) shall depend upon fulfilling the registration requirements.
- (c) All applicants for the Pathway Micro-Credential shall be required to meet the stipulated minimum entry requirements
- (d) Applicants must apply to register for the Micro-Credential program by following the stipulated procedures
- (e) The institution shall announce the Micro-Credential programs offered during the academic year, including the admission requirements and number of places available.

## **17.3 Review mechanisms**

- (a) The review of Micro-Credential Programmes shall be done regularly to ensure that they are relevant and current
- (b) The institution shall conduct a market needs analysis from the relevant government and private agencies, individuals, alumni, and other related stakeholders
- (c) The review needs to address several elements, such as:
  - (i) Whether the MC is meeting its purpose,
  - (ii) If there are any issues raised in participants' feedback
  - (iii) To check the ongoing appropriateness of teaching and learning methods and assessment
  - (iv) Whether learning outcomes remain appropriate and
  - (v) Whether there is continued support evidence for the MC from industry, employers or the community.

## **17.4 Delivery Methods**

A flexible, learner-centred approach mode of delivery in either online or

blended learning environments will be used as stipulated in the outline/curriculum.

#### **17.5 Assessment of learning**

Appropriate assessment methods for Micro-Credential programmes stipulated in the outline will be used to ensure that the learning outcomes are achieved, and the desired skills are acquired.

#### **17.6 Monitoring and review**

To ensure the programme remains relevant, high-quality, and effective the micro-credential programme will be monitored and reviewed regularly.

#### **17.7 Recognition of Micro-Credentials**

The recognition of Micro-Credentials is a critical aspect of their value, for ensuring that these MCs are not only credible but also widely accepted by educational institutions, employers and industrial bodies.

- (a) Upon successful completion of a Micro-Credential, the participants shall be provided with a Digital badge and/or Certificate
- (b) The award earned by the participant as per 17.1 (a) (iii) may be used for credit transfer for further learning pathways provided other institutional requirements are met.

#### **17.8 Operation Procedures**

The detailed operations procedures shall be guided by the approved Micro credentials Guidelines of 2025.

**ACAD - 01: 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)

**ACAD - 02: 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	<input type="checkbox"/>
	Research and Thesis	<input type="checkbox"/>
PhD	Thesis	<input type="checkbox"/>
	Coursework and Dissertation	<input type="checkbox"/>

Studies due to end on:.....  
 Extension requested (Tick one): 1<sup>st</sup> ....., 2<sup>nd</sup> ....., 3<sup>rd</sup> ..... 4<sup>th</sup> .....  
 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: Correct .....Not 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).....

Name ..... Signature ..... 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: .....
- 3. Director of Academic Affairs (Ensure Scholar meets Registration Requirements): .....
- 4. Manager of Finance Unit: .....
- 5. Manager Information and Communication Technology Unit: .....(Ensure candidate is updated in the scholar System) a

# ACAD - 03: 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 <sup>st</sup> draft	2 <sup>nd</sup> draft	3 <sup>rd</sup> 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 <sup>st</sup> Draft	2 <sup>nd</sup> draft	3 <sup>rd</sup> 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: ..... Signature ..... Date: .....

**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				
<b>Presentations</b>				
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:.....

**ACAD - 04: 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 1<sup>ST</sup> REGISTRATION: .....

**1. Additional Duties**

Outline any additional teaching, demonstrating or other part-time employment the scholar has Give hours/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 amonth.

- (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 ofsupervisors as the case may be.

- (ii) Presentation of scholars’ research progress to individual or group of supervisors inevery month’s meetings.

- (iii) Presentation of scholars’ research progress to the quarterly graduateSeminars 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 supervisorhas 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

(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 newdraft –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 graduateseminars 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: .....

# ACAD - 05: 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%		
<b>a) Score Awarded from report = % Total Score Awarded X 0.6</b>			
Oral presentation of the proposal total scores	100%		
<b>b) Score awarded from Oral presentation: % total score awarded X 0.4</b>			
<b>Total Scores (including oral presentation) = Final Score Awarded from report+ Oral presentation [a+b]</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: .....

## ACAD - 06: 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.	<b>Research Methodology</b> (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.	<b>Potential impact of the research/project to the society and industry</b> I. Service/solution/prototype II. Commercialization	10		

7.	<b>Realistic timelines</b>	5		
8.	<b>Dissemination plan to stakeholders, wider public and to the community studied</b>	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				
<b>Total Scores = Final Score Awarded from report+ Oral presentation [a+b]</b>				
<b>Total Scores (including oral presentation) = Final Score Awarded + Oral presentation</b>				
<b>Note: The final score awarded weighs 100 scores.</b>				
<b>General Comments:</b>				
Therefore, the 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:**

Names: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACAD - 07: 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	<b>Introduction:</b> I. Provides outline for presentation (5marks) II. Provides relevant background information (10 marks)	15		
2	<b>Subject Matter:</b> Coverage: Well covered and address the gap (40 marks)	40		
3	<b>Conclusion:</b> 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	<b>Presentation skills:</b> 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		
	<b>TOTAL</b>	<b>100%</b>		
	<b>Score Awarded from oral presentation = % Total Score Awarded X 0.4</b>			

**EXAMINER**

Therefore, the Presentation is  
 [i] Pass [ 70% & above]  
 [ii] Fail [60% -69%]  
 [iii] Rejected [<60%]

Names: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# ACAD - 08: 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	<b>Introduction:</b> i) Provides outline for presentation (5marks) ii) Provides relevant background information (10 Marks)	15		
2	<b>Subject Matter:</b> Coverage: Well covered and address the gap (40 marks)	40		
3	<b>Conclusion:</b> 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	<b>Presentation skills:</b> 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		
	<b>TOTAL</b>	<b>100%</b>		
	<b>Score Awarded from oral presentation = % Total Score Awarded X 0.4</b>			

**Examiner**

Therefore, the Presentation is

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

Names: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ACAD - 09: 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  
Supervisor:.....Signature:.....Date..... of

**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 SAITLC Chairperson's Approval** The proposed examination arrangements has been noted and approved/not recommended the arrangements.

Name: .....

Signature:.....

Date:.....

## ACAD - 10: 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			
<b>Total</b>		<b>100</b>			

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: .....

**ACAD - 11: 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			
<b>Total Points</b>		100%			
<b>Final Grade</b>					

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: .....

**ACAD - 12: EXAMINATION OF PHD DISSERTATION/THESIS**

**The Nelson Mandela  
African Institution of Science and Technology**



**Examination of PhD 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 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				
<b>Total Scores</b>		<b>100</b>				
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: \_\_\_\_\_

**ACAD - 13: 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.

**ACAD - 14: 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 Panelists, Designations and their Signatures**

S/N	PANEL MEMBER	DESIGNATION	SIGNATURE
1.			
2.			
3.			

# ACAD - 15: 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: ..... Mobile No:.....

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 SAILLC**

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)

**ACAD - 16: 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**

- (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 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.....

# ACAD - 17: TRANSCRIPT REQUISITION FORM

**The Nelson Mandela  
African Institution of Science and Technology**



## Transcript Requisition

### 1. Applicants Information

First name: ..... Middle name (s): ..... Surname: .....

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

Registration Number: ..... Name of Sponsor: .....

.....

**Gender**

**Date of Birth**

Female	Male

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: .....

## ACAD - 18: 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](mailto:dvc-acad@nm-ist.ac.tz)



**Tengeru  
P.O. Box 447  
Arusha**

Website: [www.nm-aist.ac.tz](http://www.nm-aist.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..... Surname:.....  
 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 Credit Transfer.....

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

Be completed by applicant					For NM-AIST /Host School use			
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:.....

**6. Recommendation of the Chairperson of School Board:**

.....  
.....

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

**7. Recommendation of the Chairperson of DCV**

-  
**ARI**.....

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

**8. Chairperson of Senate**

Approved  Not approved

Remark(s):  
.....  
.....

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

**9. Copies on file**

- 1. Dean/School .....2. Director of Academic Affairs.....Keep Records)
- 3. Manager 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)  
.....

# ACAD - 19: 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 Admission, Internalization, Teaching and Learning Committee (SAITLC)

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

### 8. Recommendation of the Chairperson of Senate

Approved:  Not approved

Remarks: .....

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

**Copy on file**

1. Dean of School .....
2. 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)  
.....

# ACAD - 20: 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 <sup>st</sup> Freezing:	From: .....	To: .....
2 <sup>nd</sup> Freezing	From: .....	To:.....
2 <sup>nd</sup> 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 Admission, Internalization, Teaching and Learning Committee (SAITLC)

.....

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).....

**ACAD - 21: 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 Admission, Internalization, Teaching and Learning Committee (SAITLC)**

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).....

**ACAD - 22: 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: .....

Date of Birth

Sex

Male	Female
<input type="checkbox"/>	<input type="checkbox"/>

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Nationality: .....

School: .....

Programme Pursued: .....

Specialization: .....

Mode of Study

Coursework and Dissertation	Research and Thesis
<input type="checkbox"/>	<input type="checkbox"/>

**Date of Registration**

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

**(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: .....

**2. For Official Use Only**

**TRANSCRIPT PROCESSING CHECKLIST**

**1. File Retrieving Process:**

Date file Received

Day	Month	Year

Remarks (if any): .....

N

**2. Transcript Printing Process:**

Date Transcript Printed

Day	Month	Year

of Officer: ..... Signature: .....

Remarks (if any): .....

N

**3. Transcript Signing Process:**

Date Signed by Dean of School

Day	Month	Year

of Officer: ..... Signature: .....

Remarks (if any): .....

Name of Officer: ..... Signature: .....

Date Signed by DVC -ARI

Day	Month	Year

Remarks (if any):  
.....

N

**4. Sealed Stamping Process:**

Date Stamped:

Day	Month	Year

of Officer: ..... Signature: .....

Remarks (if any): .....

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

## ACAD - 23: 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	
<b>Total Points</b>		<b>100</b>	
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: .....

**ACAD - 24: SUPERVISOR'S REPORT ON STUDENT NON-ENGAGEMENT FORM**

**The Nelson Mandela  
African Institution of Science and Technology**



**Supervisor's Report on Student Non-Engagement within Three Months**

1. **To:** Dean of School.....
2. **From:** .....
3. **Date:** .....
4. **Subject:** Report of Non-Engagement by Postgraduate Student
5. **Student Details**

- **Full Name:** .....
- **Student Number:** .....
- **Qualification Registered For:** .....
- **Date of Initial Registration:** .....
- **Current Year of Study:** .....

6. **Supervision Summary**

- **Main Supervisor:** .....
- **Co-Supervisor:** .....

7. **Nature of non-engagement**

.....  
 .....

Below is a summary of the communication attempts:

Date	Method of Contact	Outcome

8. **Academic Progress (to date)**

- **Proposal submitted:** .....
- **Ethics clearance obtained:** .....
- **Chapters/drafts submitted:** .....
- **Meetings held this year:** .....
- **Any communication from the student:** .....

9. **Supervisor's Recommendation**

Based on the above, I recommend the following action(s):

- Issue a formal **written warning** to the student
- Place the student on **academic probation**
- Do not allow re-registration in the next academic year
- Recommend **deregistration** in line with NM-AIST policy on non-progress
- Schedule a **case review** by the school Board

I am willing to continue supervision if the student re-engages and submits a revised work plan.

**10. Supervisor Name & Signature**

.....

**Copy: DVC – ARI  
DAA**

**ACAD - 25: STUDENT REPORT ON SUPERVISOR NON-RESPONSIVENESS FORM**

**The Nelson Mandela  
African Institution of Science and Technology**



**Student Report on Supervisor Non-Responsiveness within Three Months**

1. **To:** Dean of School: .....

**From:** .....

2. **Date:** .....

3. **Subject:** Formal Report on Non-Engagement by Supervisor

4. **Student Details**

4.1 Full Name: .....

4.2 Student Number: .....

4.3 Programme: .....

4.4 Year of Registration: .....

5. **Supervisor Information**

5.1 Main Supervisor: .....

5.2 Co-Supervisor: .....

6. **Nature of the Concern**

.....  
.....

Below is a summary of the communication attempts:

Date	Method of Contact	Message Sent	Outcome

7. **Impact on My Progress**

Due to the lack of feedback and supervision:

7.1  My research proposal has not progressed.

7.2  I am at risk of missing submission deadlines and losing study momentum.

7.3  I feel academically unsupported.

7.4  Any other Comment:

8. **Request for Assistance**

I respectfully request:

- 8.1     That the matter be investigated by the department.
- 8.2     A possible intervention to re-establish communication, or,
- 8.3     A reassignment of supervisor, if necessary.

9. **Student Name & Signature:** .....

**Copy: DVC – ARI  
DAA**