

UNIVERSITY OF DAR ES SALAAM

OFFICE OF THE DEPUTY VICE CHANCELLOR

RESEARCH



GUIDELINES FOR POSTDOCTORAL SCHOLAR AND RESEARCH ASSOCIATE (PDSRA) PROGRAMMES

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Abbreviations and Acronyms

COSTECH	Tanzania Commission for Science and Technology
DPGS	Directorate of Postgraduate Studies
DR	Director of Research / Directorate of Research
DVC	Deputy Vice Chancellor
GRA	Graduate Research Assistant
HoD	Head of Department
IPR	Intellectual Property Rights
PDS	Postdoctoral Scholar
PDSRAP	Postdoctoral Scholar and Research Associate Programmes
PG	Postgraduate
R	Research
RA	Research Associate
RC	Research Centre
RCE	Research Centre of Excellence
RE	Research Ethics
RF	Research Fellow
RPOP	Research Policy and Operational Procedures
SRKEC	Senate Research and Knowledge Exchange Committee
T/L	Teaching and Learning
UDSM	University of Dar es Salaam
UG	Undergraduate

1. Introduction

Research is one of the core functions of the University of Dar es Salaam. Other functions are teaching and public service. In the University of Dar es Salaam (UDSM) Vision 2061 and the Third Corporate Strategic Plan (CSP) 2014 to 2023, the University aims, at among other objectives, to achieve a world-class status and become a leading research institution with high impact to the society through production of variety of usable research outputs including high quality publications, innovations and technologies. Due to the importance of research, enhancement of research capacities for increased productivity is considered as one of UDSM key result areas (KRA) within the three (3) KRA in the UDSM Vision 2061 and the seven (7) Strategic Goals in the CSP 2014 to 2023.

The UDSM intends to continue carrying out relevant, impactful, focused T/L, research and public services that address societal needs for enhanced social, economic, and environmental development of Tanzania and its people. It is in this spirit that the UDSM has revised its research policy and developed guidelines for research centres (RC) and research centres of excellence (RCE) in line with the National Research and Development Policy of 2010. The initiatives are aimed at complementing efforts to fast-track realization of institutional aspirations within the UDSM Vision 2061.

The revised UDSM Research Policy and Operational Procedures, under Article 4.6 (ii) and (vii) recognise postdoctoral and research associates programmes as a necessary measure to be adopted by the UDSM as part of its mission to advance research as articulated in the UDSM Vision 2061. The policy statements in the cited provisions states that UDSM shall strive to:

“(ii) Create and promote opportunities for post-doctoral scholars and research associates within academic units and devise means for research grant proposals to include it as a component of training.”

“(vii) Encourage post-doctoral and research associate programmes.”

Therefore, these Guidelines have been formulated as part of the implementation strategy of the UDSM Research Policy and Operational Procedures as revised in 2015. Furthermore, the postdoctoral scholar and research associate programmes are expected to generate higher calibre academic as well as volume and quality research outputs which can be easily translated into impactful and readily usable solutions in various perspectives. These UDSM Guidelines for Postdoctoral Scholar and Research Associate Programmes are aimed at specifying the organizational framework and action points for each department/unit concerned. In the end, the programmes will be gradually integrated within the UDSM structures and operational framework.

2. Rationale for adopting the PDSRAP Guidelines

The justification behind the formulation of these Guidelines is centred on the following broader considerations:

- 2.1** The PDSRAP plays a strategic and important role of spearheading research agenda, vision, and scholarly mission of the University of Dar es Salaam. It is in line with the ideals envisaged under UDSM Vision 2061, the University of Dar es Salaam Corporate Strategic Plan, (CSP), 2014-2023, the revised Research Policy and Operational Procedures, 2015 and the RCE Guidelines (2014).
- 2.2** Afford opportunities for experiential learning in research and thus serve as a path for further academic and professional development to junior as well as senior UDSM researchers.
- 2.3** The opportunity for postdoctoral research training also avails senior researchers with more experience, an opportunity in the broad environment of research, scholarship, and creative endeavour that already exists at UDSM, to significantly broaden their expertise, provide a period of more independent scholarship, and help define their future career paths.
- 2.4** Many disciplines are increasingly demanding postdoctoral experience as a prerequisite for professional placement and tenure track for academic positions.

- 2.5 The depth and breadth of the academic community and facilities currently available at the UDSM provide a suitable environment for postdoctoral training.
- 2.6 In addition to deriving individual benefits, postdoctoral appointees are expected to speed up realization of the research goals and achievement of scholarly mission of the UDSM;
- 2.7 Attract, **recruit**, and retain high caliber researchers with demonstrated potential in research leadership;
- 2.8 Provide recipients with time and support to develop and demonstrate their research and academic potentials, talents and track record thus enhancing their chances of employment;;
- 2.9 Strengthen existing UDSM areas of research expertise by awarding deserving applicants with good research profile opportunity to complement research work in the RC and RCEs;
- 2.10 Provide framework for the application, appointment/recruitment, use and management of PDSRA at the UDSM.

3. The Objectives of the Guidelines

The formulation of the PDSRAP is mainly based on the considerations made in the preceding sections which aim at developing a defined framework for training and enhancement programs for postdoctoral scholars and research associates at the UDSM. The objectives of the PDSRAP are therefore to:

- 3.1 Provide a mechanism of ensuring that postdoctoral scholars and research associates are integrated within the planning and operational activities of the various units at UDSM;
- 3.2 Provide for a modality of coordinating postdoctoral scholars and research associates at all levels within the University;
- 3.3 Introduce postdoctoral scholar and research associate quality monitoring mechanism;
- 3.4 Ensure adequate funding for postdoctoral scholar, research associate and other related research programmes;

- 3.5 Strengthen institutional capacity for strategic, technical and operational planning, budgeting and control for postdoctoral scholars and research associates;
- 3.6 Set up a mechanism to make it compulsory for academic staff at the UDSM to undertake postdoctoral training and, or participate as a research associate in the programme so as to ensure that academic staff attain the desired mix of output - research, teaching, and consultancy - so as to achieve the level demanded by the UDSM Mission;
- 3.7 Encourage internal, national, regional and international collaboration on postdoctoral training and research associate programme matters/activities;
- 3.8 Enable the UDSM attain excellence in its endeavours, enhance its visibility and profile and realise its vision of becoming a world-class university.

4. Definitions of Key Terms

For the purposes of the PDSRAP Guidelines, the terms below shall bear the meaning as hereby indicated:

- (a) "*Graduate Research Assistant (GRA)*" shall refer to a researcher with a minimum qualification of a first degree who is employed on a temporary contract by any unit of the University to assist in the academic research. For the sake of clarity, s/he shall not be independent or directly responsible for the outcome of the research and shall therefore be answerable to a supervisor or principal investigator/mentor.
- (b) "*Research Associate (RA)*" shall refer to a researcher who possesses qualifications (Master degree or higher) and expertise to conduct research activities in collaboration with any member or members of the hosting UDSM units.
- (c) "*Postdoctoral Scholar (PDS)*" shall refer to a research staff who has had a doctoral degree for not more than three (3) years at the time of application.

5. General Information to the PDSRAP

5.1. Advertisement

5.1.1. The DR will advertise available opportunities in the PDSRA programme using the local media outlets and other means used to advertise UDSM academic programmes;

5.1.2. Effort will be made to ensure equal opportunity to all eligible candidates;

5.2. Submission of Applications and Selection

5.2.1. Applicants will be required to dully fill and submit standard Application Form (Annex-1 in the case of PDS or Annex-2 in the case of RA) and will indicate relevant College/School/Institute/Department/Centre of their choice and specialization areas;

5.2.2. All applications shall be accompanied by at least 2 referee's reports and copies of transcripts and certificates;

5.2.3. Format of referee's report (Annex-7) shall be similar to the one used by the Directorate of Postgraduate Studies (DPGS) at the UDSM.

5.3. Application Fees

5.3.1. All applicants shall be required to pay to the UDSM Bursar a non-refundable application fee (in TSh. in respect of local applicants or in USD in respect of foreign applicants) as will be prescribed from time to time by the University of Dar es Salaam;

5.3.2. The application fee shall be paid concurrently at the time of submission of the application forms or earlier;

5.3.3. The application fee will be revised from time to time as deemed appropriate so as to reflect the prevailing circumstances and costs.

5.4. Admission Requirements

5.4.1. Applicants to the PDSRSP will be required to meet minimum requirements demanded by the UDSM;

5.5. Registration

5.5.1. Suitable candidates will be registered by the DR in the like manner PG students are registered by the DPGS.

5.5.2. Unless in case of special circumstances of the applicant or the UDSM, the duration between receipt of the application Forms and registration of suitable candidates by the DR shall not exceed 21 days (3 weeks).

5.6. Pillars and Components of the PDRAP

The PDSRAP shall consist of and be supported by two main pillars:

5.6.1. Postdoctoral Scholar (PDS) component (section 6); and

5.6.2. Research Associate (RA) component (section 7)

6. Postdoctoral Scholar (PDS)

6.1. Eligibility

The eligibility criteria for appointment into the PDS programme of shall be based on the following benchmarks:

- 6.1.1. The appointee must have been awarded a degree of Doctor of Philosophy (PhD) or its equivalent (e.g. ScD, MMed, SJD, MD) in any field and from a recognised university, not more than five years from the date of application;
- 6.1.2. A written proof by the applicant on his/her uninterrupted availability during the projected life-time of the programme; if employed, a written confirmation by his/her employer should be submitted;
- 6.1.3. Proof of sufficient funding for the programme in case the program is not funded by UDSM;
- 6.1.4. The appointment shall involve full-time research or scholarship;
- 6.1.5. The appointment shall be considered as part of the preparation for a full-time academic or research career.

6.2. Recruitment and Appointment of PDS

The recruitment process of the PDS candidates shall, in addition to Sections 5 and 6 be guided by the following:

- 6.2.1. Except when specifically waived by the UDSM, the appointment of a PDS shall, to the extent required, abide to the applicable UDSM

recruitment policies, procedures, processes and guidelines for UDSM members of academic staff;

- 6.2.2. As a starting point, the respective academic unit shall identify the need for recruitment of a PDS for a specified period or will have received a request for such post/position from the applicant;
- 6.2.3. Upon the approval of the need of a PDS through the appropriate machinery within the Unit or other channels (see Section 5), an official communication shall be made with the office of DVC-R through the DR who shall advertise the vacancy in local and, or international media;
- 6.2.4. Potential PDS candidates shall submit applications through relevant UDSM offices using appropriate application forms appended to these Guidelines as **Annex 1**.
- 6.2.5. The PDS candidates may also submit their applications through the Office of DVC-R/DR in which case the office of the DR shall forward the forms to relevant unit for scrutiny;
- 6.2.6. The respective academic unit shall scrutinize the applications on the basis of the qualification criteria and eligibility stated in Article **6.1** and shall forward its recommendations to the DR who shall submit eligible candidates to the SRKEC for initial approval;
- 6.2.7. The initial approval and selection by the SRKEC shall largely depend on the positive recommendations from the relevant host unit;
- 6.2.8. The SRKEC shall submit its recommendations for final approval to the UDSM Senate which shall make its final approval for the admission / appointment of the PDS candidate;
- 6.2.9. Unless in very special cases or circumstances, processing time of the applications should not take more than **21** days.

6.3. Duration of the PDS

- 6.3.1. The initial duration of the PDS shall not exceed one calendar year. As a general rule, the total time spent in postdoctoral appointments by any given individual including extensions shall not exceed two (2) years;

- 6.3.2. Exceptions to the duration stated in 6.3.1 shall be granted by the UDSM Senate upon careful review of all the circumstances and the recommendations by the host unit;
- 6.3.3. The academic mentor/supervisor and the department shall make all reasonable efforts to inform the PDS candidate in advance of any implications for certain benefits, if any by reason of extension under 6.3.2 above;
- 6.3.4. The regulation that pertains to the first (initial) appointment apply to reappointment as well and shall among others be governed by the following considerations:
 - (a) Reappointment shall require: (1) satisfactory research and, or scholarship performance as will be recommended by the Head of the host unit and determined by the Senate; and (2) availability /continuation of funding for the position (**Annex 4**);
 - (b) Reappointment shall be pegged on the same or higher salary / stipend subject to the confirmation of the sponsor and funds availability;
 - (c) Unless otherwise agreed, the recommendations from the Head of Unit for reappointment or for non-reappointment, including an explanation of the circumstances, shall be provided to the DVC-R at least **90** days prior to the end of the active contract.

6.4. Funding and Other Financial Matters

- 6.4.1. The minimum and maximum salary for the PDS shall be in accordance with the University policies and/or the sponsorship terms as may be specified in the guidelines;
- 6.4.2. Within the announced range, each year the level of compensation will be reconsidered and adjustments made as will be deemed appropriate and financially feasible;
- 6.4.3. Full-time salaries or stipend below the recommended minimum shall not be permitted;

- 6.4.4. Full-time PDS who are appointed by the UDSM and, or whose funding flows through the UDSM shall be eligible for the specified benefits in accordance with the existing University Policies;
- 6.4.5. It is admitted that during the course of PDSRAP, the source of funding for the appointment may change and, or vary, such that the individual PDS may also change status from one programme type to the other;
- 6.4.6. While a change in PDSRAP classification with the UDSM may not necessarily impact the scope, responsibilities and/or duration of the position under consideration, such a change shall however require that the individual is notified in writing in accordance with good practice and the appointment guidelines.

6.5. Obligations of the Host Institution/Unit

Effective PDSRAP shall require a close link between the supervisor/mentor, the PDS, and the host unit. Therefore the role and the mandate of the host unit must be clearly defined. Under these Guidelines, the host unit shall have the following obligations to the PDS, namely to:

- 6.5.1. Provide oversight of the programme and operations in the respective relevant fields of specialization. It shall also be the responsibility of the host unit to contribute in providing support and ensuring conducive academic environment that lead to high-quality postdoctoral training experience;
- 6.5.2. Provide oversight for PDS and programme performance evaluations, as well as for decisions relating to reappointment and/or termination;
- 6.5.3. Issue to the PDS a formal admission/appointment that states the general conditions of the admission/appointment and specifies among others the following: title of the appointment, salary/stipend arrangements, benefits, duration of the appointment, general duties and other pertinent terms and conditions of the admission/ appointment relevant in a particular line of the PDS;

- 6.5.4. Outline the scope of the anticipated PDSRAP and the trainee's role in the project/ the unit. In cases where there are expectations for teaching responsibilities, the appointment instrument shall state so in clear terms, along with the amount of compensation and the source of funding;
- 6.5.5. The extent permitted by the circumstances, to provide the required facilities and suitable working environment to the PDS.

6.6. Obligations of the PDS

A PDS shall be under the following obligations:

- 6.6.1. Assume full responsibility for actuating his/her programme roles and carefully investigate the details of the position, including the expected responsibilities, opportunities for professional development, and the expected nature and quality of mentorship to be provided by the academic mentor;
- 6.6.2. Meet all the obligations and expectations provided in the letter of appointment and in the initial discussions with the academic mentor and adhere to all University policies, guidelines and other requirements regarding academic and research conduct;
- 6.6.3. Professionally and conscientiously discharge expected roles, duties and scholarship responsibilities which, on request, may include limited teaching responsibilities;
- 6.6.4. Comply with the standards of responsible conduct in research, including undertaking all required training;
- 6.6.5. Comply with good scholarly and research practice as expected by all the relevant policies and guidelines on research, intellectual property rights, ethics and any other applicable terms under the sponsorship agreement which provides support to the PDSRAP Guidelines;
- 6.6.6. Maintain a Research Notebook and/or other comparable records of research activity, which upon completion of the PDSRAP or premature termination of the appointment, shall remain the property of the UDSM;

- 6.6.7. Carry out open and timely discussion with the academic mentor regarding all facets of the PDS activities;
- 6.6.8. Promptly disclose to the mentor matters regarding the possession of and desire to distribute materials, reagents, software, copyrightable and potentially patentable discoveries derived from the PDSRAP;
- 6.6.9. At all times, demonstrate a collegial conduct towards members of the hosting unit and the university.

6.7. Obligations of the UDSM Supervisor/Mentor

In addition to the contractual obligations as a member of UDSM staff, the obligations of the Supervisor/Mentor of the PDS/PDSRA shall include:

- 6.7.1. Helping a PDS towards becoming an independent, productive and deeply entrenched researcher in the relevant field of specialization. In this line, the Supervisor/Mentor shall have the responsibility of providing a PDS with experience that will foster the individual's intellectual, technical and professional development;
- 6.7.2. Avoiding to exploit or compromise research and scholarship training of the PDS in the service of sponsored research including any indecent financial gain as an academic mentor;
- 6.7.3. Developing, in consultation with the PDS, action plan of activities and the goals, objectives, strategies and expectations of the programme;
- 6.7.4. Regularly and frequently communicating with the PDS and providing oral or written evaluations as they may be deemed appropriate;
- 6.7.5. Offering mentorship, including career advice with emphasis and aim to encourage independence in research and scholarship;
- 6.7.6. Ensuring that the PDS operate in an environment conducive for fulfilling their responsibilities;
- 6.7.7. Providing detailed advice and assistance on the development of a specific research project;

- 6.7.8. Mentoring the PDS in all areas of professional development, such as grant writing, development of written and oral communicative skills, manuscript preparation, and teaching skills, where applicable;
- 6.7.9. Providing a written evaluation of performance covering the duration of the PDS (A sample evaluation form appended as **Annex 3** shall be available from the Office of the Deputy Vice Chancellor, Research) ;
- 6.7.10. Providing career counseling and assistance on job placement, including timely submission of letters of reference (**Annex 7**);
- 6.7.11. Ensuring that any externally-funded, directly-paid UDSM postdoctoral appointees receive appropriate type of treatment to recognize their status and presence at the UDSM;
- 6.7.12. Establishing clear expectations regarding the percentage of effort the postdoctoral appointee is expected to dedicate to project work and the percentage of effort the appointee may dedicate to his or her individual activities.

6.8. Certificate of Completion

- 6.8.1. Based on the recommendations of the supervisor/mentor of the PDS and the Head of the host unit regarding successful completion of training, the Office of the Director of Research will recommend to the UDSM Senate through the SRKEC to issue a Certificate of Completion of the PDSRAP and will keep records as required by the UDSM (see **Annex 9**).
- 6.8.2. The Certificate issued shall include particulars as to the duration of the training, tasks covered and outputs achieved by the PDSRAP.

6.9. Other Miscellaneous Provisions

- 6.9.1. PDSRAP and PDS appointments in some disciplines may include a limited role in teaching as recommended by the Head of a host unit;
- 6.9.2. In the case of international PDS, immigration regulations may determine whether teaching is allowed. In such cases, the Offices of the Deputy

Vice Chancellor-Academic and Director of International Relations shall be consulted before assumption of the teaching duties by the PDS;

- 6.9.3. The PDSRA should be aware that all data, software, research records, and similar materials generated in the course of the PDSRAP at the University of Dar es Salaam shall remain the property of the University, and their disposition must be carried out in accordance with the UDSM Intellectual Property Policy, 2008;
- 6.9.4. In keeping with academic convention, the PDS may retain copies of research data that he/she was personally responsible for collecting or generating. However, future use of such data must appropriately acknowledge the University of Dar es Salaam, as well as the PDSs' research collaborators and mentor;
- 6.9.5. In exceptional cases, a PDS may serve as the principal investigator (PI) or Co-PI for a grant, upon positive recommendations, from the Centre/Department/Institute/School/College, and subsequent approval by the Senate on recommendations of the SRKEC;
- 6.9.6. Considerations for the approval of 6.9.5 shall include the qualifications of the PDS, length of the PDS appointment, and nature and scope of the grant. If an externally funded programme requires that a PDS be listed as a PI or Co-PI no specific approval shall be required;
- 6.9.7. In approving PI or Co-PI status in 6.9.5, it shall be the responsibility of the recommending host unit to ensure that the PDS is cognizant of all obligations and responsibilities entailed by such status;
- 6.9.8. However, in all such cases, there must be clear evidence that the PDS has the experience and expertise to function as PI or Co-PI with incumbent responsibilities to direct the proposed research programme, direct the budgeted personnel, manage the budget, and ensure that the research is carried out in compliance with all applicable University rules and regulations as well as those of the sponsoring agency;

- 6.9.9. The contract for the appointment of a PDS may be terminated at any time before expiry of the agreed duration of programme upon issuance of a **90 days'** Notice in case of:
- (a) Failure to report on duty within three (3) month from the date the appointment/reappointment and notification were made to the PDS (without reasonable cause);
 - (b) Gross incompetence by the PDS;
 - (c) Failure to submit three consecutive periodic evaluation reports without justification;
 - (d) Forgery of the academic credentials;
 - (e) Gross breach of research ethics standards;
 - (f) Lack of funding;
 - (g) Other conducts which are prohibited to UDSM/public servants;
- 6.9.10. Termination may be initiated only if the PDS has received an appropriate and timely written warning with respect to the nature and consequences of his or her breach;
- 6.9.11. The PDS must be informed in writing of the reasons for the termination. The reasons for termination must be supported by the host unit and the termination letter shall be signed by DVC-Research;
- 6.9.12. The PDS may appeal to the VC within **30** days from the date he/she was notified about the decision of termination;
- 6.9.13. Upon receipt of the appeal, the VC shall appoint an independent panel to determine the appeal.
- 6.9.14. The procedure of the proceedings shall be determined by the Appeal Panel;
- 6.9.15. The decision of the Appeal Panel shall be final and binding.

7. Research Associates (RA)

The operational framework for Research Associate (RA) shall be governed according to the following:

7.1. Eligibility

Eligibility for RA shall require:

- 7.1.1. A Doctoral degree (Ph.D) in the relevant subject;
- 7.1.2. A Master's Degree in the relevant subject (for unclassified degrees);
- 7.1.3. At least five years of research experience (from the date of application) and other accompanying documents as evidenced of suitability for the award;
- 7.1.4. Published research papers will also be considered as an added advantage;

7.2. Appointment and Recruitment of RA (Annex 2 and 8)

The application, recruitment, admission and registration process of RAs shall follow the following procedures:

- 7.2.1. Eligible candidates shall fill and submit to relevant UDSM offices, Application Form for the RA programme (**Annex 2**).
- 7.2.2. The application form shall conform to the attached checklist and shall be accompanied by:
 - (a) A detailed Curriculum vitae and full names of applicants;
 - (b) Concise statement of the proposed research project and desired goal (to what end it is being carried out);
 - (c) Details as to the period of research, and places in Tanzania where the research work will be conducted;
 - (d) Detailed evidence of research experience and ability to undertake research without close supervision;
 - (e) Statement on the capacity to write fundable proposals so as to attract research funding to projects in the hosting unit;
 - (f) Details confirming that the RA is able to supervise postgraduate students and may teach courses and deliver seminars (where necessary) within the academic unit under certain circumstances;
 - (g) Indicative evidence of sponsorship/scholarship;
 - (h) Submission of referees names (names of two or three persons of academic standing) as per **Annex 7**.

- 7.2.3. The selection and recommendation of the RAs shall be made using relevant UDSM Center/Department/Institute/School/College organs (see Section 5 and 5.2).
- 7.2.4. The selection of RAs (in 7.2.3) shall be made based on the applications received from interested parties. All correspondences shall be made through the DVC-R except where necessary and permission granted by the office of the DVC-R;
- 7.2.5. The Directorate of Research shall liaise with the relevant host unit and inform the candidates on the outcome of their applications (whether or not they have been successful);
- 7.2.6. Identification and selection process of suitable candidates shall start at the Centres/Departments/Institutes, through Schools and Colleges using existing relevant structures and organs used for the selection of academic (postgraduate and, or staff) recruitment. The RAs who have earlier worked with the UDSM schemes shall be given preference for engagement subject to their suitability;
- 7.2.7. Final approval of selected suitable candidates shall be made by the Senate on recommendations from SRKEC and will depend on the positive recommendations from relevant host unit where the candidate will be attached;
- 7.2.8. The DVC-R shall submit names of candidates recommended by lower organs and approved by Senate to the VC for issuance of research permit on behalf of COSTECH;
- 7.2.9. The RAs award shall be fixed for a period of one year renewable to a maximum of two (2) years;
- 7.2.10. Successful candidates shall fill and complete registration forms as per **Annex 8**;

7.3. Funding and Other Financial Matters

- 7.3.1. Foreign applicants for the RA position shall be required to pay the following Fees in US\$ while Tanzanians will pay in equivalent TSh:

- (a) Application Fees at the rate of US\$ 100 (Non-refundable);
- (b) Fee for Identity Card US\$ 20;
- (c) Registration fee of US\$ 400 or equivalent (fee shall be revised from time to time as need arises);
- (d) Fees paid as a Caution money US\$ 100 payable to the University of Dar-es-Salaam upon arrival (refundable in case of no damage caused to the UDSM Property);
- (e) The University shall charge a negotiable bench fee as shall be determined by the hosting unit. For the researcher with a research grant, the University shall charge an institutional fee in accordance with existing regulations and guidelines (Research Policy and Operational Procedures, 2015).

7.3.2. Otherwise, the RA will be assessed for bench fees by the relevant academic unit. These fees shall be distributed as follows: 35% to relevant Department, 15% shared to the relevant College/ School/Institute/RCE (Centre) and 50% to the University of which 25% will be paid to the Directorate of Research and 25% to the central administration

7.4. Obligations of the RAs

Every RA shall be under the following obligations, namely to:

- 7.4.1. Occasionally help with public lectures/seminars related to the RA's speciality;
- 7.4.2. Conduct research that abide by the UDSM policies and guidelines;
- 7.4.3. Adhere and comply with various University policies and related guidelines;
- 7.4.4. Submit progress reports (as per **Annex 3**) from time to time;
- 7.4.5. Forward four copies of the relevant publications or theses to the Deputy Vice Chancellor, Research (DVC-R) within a reasonable time of completion of fieldwork (either the RA, his /her sponsor, or his parent

institution should declare acceptance of this obligation at the time of application for PDSRAP as per **Annex 2**).

- 7.4.6. Keep in close contact with the UDSM (which will appoint a local advisor) during the period of scholarship and report to the office of the Deputy Vice Chancellor-R, without fail, on arrival and before departure.
- 7.4.7. Show evidence of possession of research permit to conduct research in Tanzania (**Annex 6**);
- 7.4.8. Submit a written quarterly progress report to the Director of Research through RC/RCE/Department /Institute/ School/College;
- 7.4.9. Submit a copy of the final report and acknowledge the UDSM in all publications originating from the programme;
- 7.4.10. Fill and submit a clearance Form before completion of the programme as per **Annex 5**;
- 7.4.11. In addition to the above obligations to the University, the RA shall also undertake to conduct himself decently and with consideration towards the people and the Government of the United Republic of Tanzania.

7.5. Obligations of UDSM

The University of Dar es Salaam, on its part, shall undertake the following:

- 7.5.1. Assign a local contact person/advisor/mentor to guide and assist the RA, both formally and informally (**Annex 8**);
- 7.5.2. Assess and compile application forms in consultation with and on behalf of COSTECH;
- 7.5.3. Process registration and provide identity cards and other help guides;
- 7.5.4. Grant access to the University Library and other research facilities that the University may offer for the furtherance of the research project;
- 7.5.5. Issue a Certificate of Completion of the PDSRA at the UDSM as per 7.6.6 and **Annex 9** template (which will be modified accordingly).

7.6. Miscellaneous Provisions

- 7.6.1. **Time of Engagement:** The period utilized by RA working at UDSM shall be on time-bound and on contractual engagement of non-regular nature for specified duration. The initial duration shall not be more than 1 year. initially and renewable but in any case shall not exceed 2-3 years;
- 7.6.2. Notwithstanding the duration of the RAs position, except in cases of gross breach of UDSM Rules and policies by the RA in which case the immediate termination may be invoked; engagement of RAs may be discontinued owing to administrative or financial reasons at any time by issuance of thirty (30) days-notice or one month's emoluments in lieu of the notice. The RAs may also terminate the appointment, on their own volition, by giving one month's notice;
- 7.6.3. In case, the funding of RA's activities ends, the RA shall inform the University on the termination at least 30 days before the appointment ends;
- 7.6.4. The engagement of RAs shall in no circumstances be deemed as creating employer-employee relationship;
- 7.6.5. **Monitoring:** the progress of the RAs shall be monitored by the host unit and the Directorate of Research using existing relevant offices/organs. The RAs shall be required to submit to the Director of Research, a quarterly progress report of their activities (**Annex 3**) through relevant University organs;
- 7.6.6. **Certification of Completion:** Upon recommendations by Coordinator or Head of the relevant unit, of successful completion of research project, the Office of the DVC-R through the DR will recommend to the UDSM Senate to issue an appropriate Certificate to the PDRA (**Annex 9**). The Certification shall indicate the duration of research, specific areas covered, and the outputs achieved (where necessary);
- 7.6.7. Any intellectual property rights/proprietary rights on research outputs made during the period of contract at the UDSM will be treated as per the provisions of "UDSM Intellectual Property Policy, 2008" and any

other existing UDSM “Technology Transfer /Commercialization guidelines”;

7.6.8. RAs shall be required to comply with the existing UDSM Research Ethics Policy (and any other relevant UDSM policy guide to that effect).

8. Amendments and Revision of the Guidelines

8.1. These Guidelines may be amended at any time by the UDSM Senate upon recommendation by the SRKEC;

8.2. Review of the Guidelines

8.2.1. These Guidelines shall be reviewed on regular basis after every five (5) years. The review shall be under the auspices of the DVC-R and the SRKEC who shall recommend to the Senate.

8.2.2. The DR will suggest and recommend to the DVC-R a Review Team and draft their TORs;

8.2.3. The DVC-R. shall appoint Review Team, issue ToR and certify reports submitted on the advice of the DR.

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<https://uwaterloo.ca/postdoctoral/postdoctoral-guidelines>

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Georg Foster Research Postdoc Fellowship Programmes and Awards:
<http://www.humboldt-foundation.de/web/home.html>

Postdoctoral Research: http://en.wikipedia.org/wiki/Postdoctoral_research
(accessed 30.06.2014)

Annexes

- Annex-1:** PDS Application Form
- Annex-2:** RA Application Form
- Annex-3:** PDS Progress and Evaluation Form
- Annex-4:** PDS Reappointment Form
- Annex-5:** PDS Clearance Form
- Annex-6:** Application for Authorization to Conduct Research in Tanzania
- Annex-7:** Referees Recommendations for PDSRA Programme
- Annex-8:** PDS/RA (PDSRA) Registration Form
- Annex-9:** PDSRA Certificate of Completion Template

UNIVERSITY OF DAR ES SALAAM



Postdoctoral Scholar Application Form

Section I

Type of Training

Postdoctoral Associate Postdoctoral Scholar

Personal Data

Name: Last, First, Middle
Department Title

Home Address

Postal Phone:
City
E-mail address:

Business Address

Postal Phone:
City

Date of Birth: Sex: M F
Place of Birth: Country of Citizenship:

Are you a citizen or permanent resident of Tanzania? Yes No

If no, what type of entry visa do you have?

Date this status began: Date this status expires:

Person to be contacted in case of emergency:

Name
Postal Phone:
City

Family members employed or affiliated with the University:

Name Relationship Department

Education

School, College, university	Dates of attendance	Location, country	Subject or field	Degrees or certificates	Date received
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Previous Applicable Appointment

Please show a full account of your time from the date you received your doctorate degree, including postdoctoral, staff research, and other academic appointments. Show salary or approximate annual earnings in all cases. Please include all previous University of California appointments. You may provide supplementary information if necessary.

Period of appointment From: To:	Institution, firm or organization	Location, country	Rank, title, or position	Approximate annual salary
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Section II

Professional Data

(a) **Fellowships:**

Type: Pre or postdoctoral	Granting Agency	Amount of Award	Time period	Subject of study
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(b) **Contracts and Grants** Please provide the following information for current contract and grants:

Title	Granting Agency	Amount of Total Award	Time period of contract/grant	Role, e.g. PI, co-investigator, project leader, etc.
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(c) **Honors and Awards** (Include the dates they were received):

(d) **External Professional Activities** (Examples include, but are not limited to, presentation of papers and lectures, technical service to organizations and agencies, acting as a reviewer of journal or book manuscripts or contract and grant proposals, or professional committee service).

(e) **Other Activities**

Please attach a copy of your curriculum vitae or publication list to this form.

I have provided the information contained in the Postdoctoral Biography packet or have reviewed it for accuracy.

Signature

Date

UNIVERSITY OF DAR ES SALAAM



RESEARCH ASSOCIATES APPLICATION FORM

Non-refundable application fees: US \$ 100.00 or equivalent

Checklist to be attached

- Curriculum vitae.
- Concise statement of the proposed research project and to what end it is being carried out.
- References (names of two or three persons of academic standing)

Section I

Personal Data

Name: Last, First, Middle

Department

Title

Home Address

Postal

Phone:

City

E-mail address:

Business Address

Postal

Phone:

City

Date of Birth: Sex: M F
 Place of Birth: Country of Citizenship:

Are you a citizen or permanent resident of Tanzania? Yes No
 If no, what type of entry visa do you have?
 Date this status began: Date this status expires:

Person to be contacted in case of emergency:

Name
 Postal Phone:
 City

Family members employed or affiliated with the University:

Name Relationship Department

Education

School, College, university	Dates of attendance	Location, country	Subject or field	Degrees or certificates	Date received	GPA(Remarks)

Previous Applicable Appointment

Please show a full account of your time from the date you received your doctorate degree, including postdoctoral, staff research, and other academic appointments. Show salary or approximate annual earnings in all cases. Please include all previous University of California appointments. You may provide supplementary information if necessary.

Period of appointment From: To:	Institution, firm or organization	Location, country	Rank, title, or position	Approximate annual salary
---	-----------------------------------	-------------------	--------------------------	---------------------------

Section II

Professional Data

(a) Source of sponsorship:

Name of Sponsor		Amount of Award	Time period	Field of Research to be conducted
-----------------	--	-----------------	-------------	-----------------------------------

(d) Research Profile and Experiences (Examples include, ability to perform research, ability to attract external grants, ability to supervise postgraduate students etc., Number of Journal papers published, impact factor of those Journal papers)

(e) Other Activities

Period of
research in
Tanzania

Starts

Ends

Place of
Research in
Tanzania:

Institute/College/School:

Place of
Research in
Tanzania:

Please give the names and addresses of three persons who are acquainted with your academic or professional work or research experiences and enclose their letters of recommendation with this application confirming you have done so by ticking the appropriate boxes

Please attach a copy of your curriculum vitae or publication list to this form.

I Submit my information and Declare hereby my readiness to adhere to all obligations as a RA at the UDSM.

Signature

Date

UNIVERSITY OF DAR ES SALAAM



POSTDOCTORAL SCHOLAR/RA PROGRESS AND EVALUATION FORM*

PERIOD COVERED: From to (Dates)

The Form is divided into 5 parts:

Part 1 - Summary of Activities and Self-Assessment- to be completed by the PDS/RA and turned in to Mentor

Part 2 - Postdoc Evaluation and Assessment - to be completed by the mentor

Part 3 - 5 - Evaluation of Postdoc by University Authorities

PART 1: TO BE FILLED BY POSTDOC

Postdoctoral trainee name	
Funding Source	
Department	
Mentor name	
Date of review	
Date of initial appointment at UDSM (maximum 2 yrs.)	
Total years of Postdoctoral experience	

1. **Overview of Postdoc Research Project and Major Accomplishments** (1/2 page max):

2. **Grant experience:** Include grants applied for, received or pending and indicate start & end dates.

3. **Publications:** Include journal articles and abstracts, submitted or in print.

4. **Professional meetings attended:** Indicate if you presented at the meeting.

5. **Teacher Training and Teaching Activities** (if applicable):

6. **Other Professional Training** (workshops, etc.):

7. Skills acquired in current position that map to desired career goals:

PART 2: TO BE FILLED BY MENTOR

8. Research Skills: Please evaluate the following skills and use the comment section to provide details.

	Excellent	Good	Satisfactory	Fair	Poor	N/A or Unable to assess
Progress on current project						
Takes ownership of project/shows initiative						
Familiarity with discipline						
Develops innovative ideas						
Logically designs & executes experiments						
Interprets data accurately						
Learns & applies new techniques						

Examples or Comments:

9. Communication Skills: Please evaluate the following skills and use the comment section to provide details.

	Excellent	Good	Satisfactory	Fair	Poor	N/A or Unable to assess

Written communication skills						
Oral communication skills						
Effectively presents work and responds to questions appropriately						

Examples or Comments:

10. **Interpersonal Skills:** Please evaluate the following skills and use the comment section to provide details.

	Excellent	Good	Satisfactory	Fair	Poor	N/A or Unable to assess
Cooperation with others						
Responds positively to work demands						
Reliability/ Attendance/Punctuality						

Examples or Comments:

11. **Other skills:** Please evaluate the following skills and use the comment section to provide details.

	Excellent	Good	Satisfactory	Fair	Poor	N/A or Unable to assess
Reads and evaluates literature						
Generates alternative solutions to problems						
Assists in writing grants/proposals or has						

written own grants/proposals						
Participates in departmental meetings						
Involved in teaching/mentoring						
Leadership skills						

Examples or Comments:

12. Overall Assessment

	Excellent	Good	Satisfactory	Unsatisfactory
Overall Current Performance				

Examples or Comments:

Note that an unsatisfactory performance evaluation may be cause for termination of the postdoctoral appointment. Where the postdoc may receive a satisfactory performance evaluation, they shall not be recommended for reappointment.

Signature of Mentor: _____

Date: _____

PART 3: TO BE FILLED BY HEAD OF DEPARTMENT

13. Comments on the Postdoc's Progress report:

.....

.....

.....

.....

14. Comments on the Mentor's Progress report:

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

Name of Head of Department:

Date Signature of Head of Department

PART 4: TO BE FILLED BY THE PRINCIPAL/DEAN /DIRECTOR

15. Comments of the Principal/Dean/Director on the overall report:

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

Name of Principal/Dean/Director

Date Signature

PART 5: TO BE COMPLETED BY THE DIRECTOR OF RESEARCH

16. The candidate has paid all/ part/ not paid his/ her fees

Financial Sponsor:

17. Other remarks/actions

.....

Name of Director:

Date Signature

***This form should be filled in triplicate.**

UNIVERSITY OF DAR ES SALAAM



POSTDOCTORAL SCHOLAR/RA REAPPOINTMENT FORM

PART 1: TO BE FILLED BY POSTDOC

Type of Training

Postdoctoral Postdoctoral Scholar
Associate

Personal Data

Name: Last, First,
Middle
Department Title

Home Address

Postal Phone:
City
E-mail address:

Business Address

Postal Phone:
City

Date of Birth: Sex: M F

Place of Birth:

Country of Citizenship:

Are you a citizen or permanent resident of Tanzania? Yes No

If no, what type of entry visa do you have?

Date this status began:

Date this status expires:

Funding Source

Department

Mentor name

Date of initial appointment at UDSM

Total years of Postdoctoral experience

Requested appointment period (normally not expected to exceed one year):

Start date: End date:

Current Stipend:

1. Overview of Postdoc's research project and major accomplishments (1/2 page max):

2. Research Goals for the reappointment period

3. Specific skills that need to be further developed

4. Reasons as to why you need reappointment

Reappointment process will not be completed without an updated CV and a completed, signed copy of the postdoc's progress and evaluation report. Please attach to this request.

Signature of Postdoc: _____

Date: _____

Signature of Mentor: _____

Date: _____

PART 2: TO BE FILLED BY HEAD OF DEPARTMENT

5. Comments on the Postdoc's reappointment request:

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

Name of Head of Department:

Date Signature of Head of Department

PART 3: TO BE FILLED BY THE PRINCIPAL/DEAN/DIRECTOR

6. Comments of the Principal/Dean/Director on the reappointment request:

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

Name of Principal/Dean/Director

Date Signature

PART 4: TO BE COMPLETED BY THE DIRECTOR OF RESEARCH

7. The candidate has paid all/part/not paid his/her fees

Financial Sponsor:

8. Confirmation on source of funding received/not received

9. Other remarks/actions

.....

Name of Director:

Date Signature

UNIVERSITY OF DAR ES SALAAM



POSTDOCTORAL SCHOLAR/RESEARCH ASSOCIATE CLEARANCE FORM

Name:..... Reg. No.:.....

Departments	Comments	Signature	Date
Mentor/ Contact person/Coordinator			
Head of Department/Centre			
Principal/Director of College/Institute			
Dr. William Chagula Library			
University Bursar			
Director, International Relations			
Director of Research			

Certify that above named Postdoc/Research Associate is cleared/not cleared. I recommend in view of the debts shown above, that Tshs/USD be recovered.

..... Date:.....

Signature, Director of Research (*with Official Institutional seal/Rubber stamp*)

Attach TWO
passport size
photographs

UNIVERSITY OF DAR ES SALAAM



APPLICATION FOR AUTHORISATION TO CONDUCT RESEARCH IN TANZANIA

1. Surname: others
- Nationality:
- Qualifications:
-
-
- Address:
-
2. Sponsor for research (university or other):
-
-
3. Source of financing:
-
-
- 4.* estimated period of research: (..... Months)
- Date of commencement:
- Date of completion:
5. Field of research:

-

6. Topic of research:
-

7. Research objectives:
-

8. Methodology:
-

9. You shall be required to submit quarterly research report to DVC-R
-

-

8. You will be required to register your research with COSTECH.... ..
-

9. You will be required to pay benchmark fees of USD 8,000 for six months and registration.
-

10. Location of field research (region, district, tribe, etc.) And date of stay in each location (if more than one):
-

-
-
11. Access sought:
- (A) Public records: yes No.
- If yes, which records?
-
-
- (B) Interview with government officers:
- Yes no. If yes, which classes of Government officers?
-
-
- (C) Interview with members of the public: yes.....
- No. If yes, on what subjects? Where? And how will they be selected?
-
-
-

12. Please attach:
- (A) A short description of your research
 Proposal approximately one page in length
 (four copies)
- (B) Your curriculum vitae
- (C) Name and addresses of two or three referees
- (D) 2 photographs (passport size)

Signature Date:.....

*Please note that you should submit your application at least four months prior to the proposed date of commencement of your research.

UNIVERSITY OF DAR ES SALAAM



REFEREE'S RECOMMENDATIONS FORM FOR THE PDSRA PROGRAMME

Programme Name.....

Applicant	Please complete this section. Give this form to the person who will act as your referee. Return your application form with a sealed letter of recommendation.		
Surname/Family Name		Other Name(s)	
Applicant's Signature			Date

Referee	To enable us assess the candidate's suitability for the Programme, we kindly request that you evaluate the candidate in the areas indicated in the table below (Tick the appropriate cell). Please indicate the applicant's qualifications and potential to undertake advanced study/research. Describe the applicant's motivation and intellect and indicate both strong and weak points. Please write frankly. If the applicant's first language is not English, please comment on his/her ability to read, write and speak English.				
How long have you known the Applicant?					
In what capacity?					
	Excellent	Good	Average	Poor	Very Poor
Intellectual Ability.					
Capacity for Original Thinking.					
Maturity.					
Motivation for Postgraduate Studies.					

English Language Proficiency.	Written:					
	Oral:					
Ability to work with others.						
Other capabilities/talents worth mentioning.						
What do you consider to be the Applicant's weaknesses?						
What is your recommendation on the suitability of the applicant to the applied Programme?						
Give any other additional comments that you consider relevant about the applicant.						

Referee's Name and Contacts.		
Name	Title (Dr/Prof/ Mr./ Mrs./ Miss/ Ms)	
Institution	Position	
Postal Address	Telephone (Landline)	
	Telephone (Mobile)	
Fax	E-mail	
Referee's Signature	Date	

Note:

Please Enclose the Completed Form in a Sealed Envelope and Sign It Across the Seal. Return the Envelope to the Applicant, Who Will Forward It with His /Her Application to Relevant Centre/Department/Institute/School/College

UNIVERSITY OF DAR ES SALAAM

Attach two
photographs
here
Passport size



PDS/RS (PDSRA) REGISTRATION FORM

(This form must be filled in quadruplicate)

1. Surname:.....
2. First and other names in full:
3. (a) Reg. No..... (b) Sex (c) Birth Date
4. Place of Birth: District: Region:
Country:.....
5. Sex:..... Marital Status:
6. Religion/Denomination:
7. Citizenship:
8. Present Address (*including Physical, postal, telephone and e-mail*)
.....
.....
.....
9. Permanent Address (*including Physical, postal, telephone and e-mail*)
.....
.....
.....
10. Occupation:
11. Employer (Name and Address) (*including Postal, telephone and e-mail*)
.....
.....
.....

12. Name & Address of a contact person in case of emergency (*including Postal, telephone and e-mail*)

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

13. Name and Address of next of kin (state relationship) (*including Postal, telephone and e-mail*)

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

14. Education and Research profile

(1) Briefly describe research activities carried out by you before, where and when (attended.)

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

(2) University Record

Degree Achieved	Class (Performance)	Name of University	Year attended	Remarks
.....
.....
.....

15. Professional/Work Experience

(1) Professional Training

Name of Institution	Award given	Year of attendance/ Completion
---------------------	-------------	--------------------------------

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

(2) Work Experience

Post Held	Employer	When (Month/Year)
.....
.....
.....

16. Personal Goals

(State briefly your personal objectives for applying for research associates at UDSM)

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

17. Duration of your research at UDSM

18. College/School/Institute.....

Faculty:.....

Department:.....

19. Date of beginning studies:

20. Effective date of registration:

21. Expected date of completion:

22. Name and Address of Sponsor if any (*including Postal, telephone and e-mail*):

.....
.....

24. Name of your Research team leader/Mentor.....

Your signature: Date:

Please note that this form must be dully completed and attached with the following documents: copies of certificates and transcripts plus evidence of payment of the

direct university costs and Form B1 and C which were sent to you with the admission letter.

For Official Use Only

Comments (if any)

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

Name of Registration Officer

Date **Signature and Official Stamp**

.....

PDSRAP CERTIFICATE OF COMPLETION TEMPLATE

University of Dar es Salaam



The Office of the DVC-Research: Directorate of Research

Certificate of Completion of the UDSM Postdoctoral Scholar/Research Associate Programme (PDSRAP)

This is to certify that

.....
Has successfully completed the UDSM Postdoctoral Scholar/Postdoctoral Research Associate Programme in

“.....” From.....To.....20...

Prof. Rwekaza Mukandala
Vice Chancellor

Prof. Cuthbert Kimambo
Deputy VC-Research