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All Postgraduate Students,  
School of Education,  
University of Dar es Salaam

**Guidelines for submission of electronic copies of Masters and PhD  
Dissertations/Theses for the final examination process in the School of  
Education**

**1. Introduction**

The Director for Postgraduate Studies University of Dar es Salaam (via letter with Ref. Number HD/ADMIN/2020 dated 6<sup>th</sup> May 2020) has granted permission for students to submit **Electronic copies of Theses/Dissertations for the final examination process** without visiting the respective offices in person to maintain physical and social distancing following the outbreak of COVID-19. The Dean of the School of Education hereby directs Masters and PhD students who have completed their theses and dissertations and are ready to submit for the examinations (by internal and external examiners). When submitting your thesis/dissertation please abide by the following procedures:

**2. Procedures**

- a. Once your thesis/dissertation is ready for the final examination, sign the **Declaration and copyright page** electronically.
- b. Then, submit the electronic copy of the thesis/dissertation to your supervisor and request him or her to electronically sign the **certification page**.
- c. Submit the signed copy of thesis/dissertation to the **Turnitin** software to test its originality (*kindly be reminded that the similarity index should not exceed 30 percent*). Then, print the originality report, sign, scan, and save it in your computer. You will submit the originality report along with your thesis/dissertation.
- d. Convert a signed copy of your thesis/dissertation to a PDF file format. Only the thesis/dissertations submitted as a PDF file shall be accepted.
- e. Masters students who presented and defended their thesis/dissertations at the departmental seminars should prepare a correction matrix showing **amendments required, amendments made and location** (page number) in the thesis/dissertation.



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P.O.BOX 35048, DAR ES SALAAM, Tanzania

- f. Since Master students don't fill in intention to submit, then they should write letter of transmittal indicating the purpose of the submission (examination in this case), committing that the document has been checked for plagiarism and that he/she shall be liable for any incidences of plagiarising dissertation/thesis and the associated attachments (see a sample letter attached).
- g. PhD students must have submitted an intention to submit letter before submitting a thesis/dissertation for examination.
- h. Finally, submit the following documents to the **Coordinator of Postgraduate Studies School of Education** through the email: [cp\\_soed@udsm.ac.tz](mailto:cp_soed@udsm.ac.tz).
  - i. A signed copy of your thesis/dissertation in a PDF file format.
  - ii. A signed copy of Turnitin originality report in a PDF/JPG file format.
  - iii. For masters: A correction matrix in a PDF/Doc file format.
  - iv. For masters: A signed letter of transmittal in a PDF/Doc file format.
- i. **These procedures and guidelines are with effect from 18<sup>th</sup> May 2020.**

#### 4. Contacts

Would you require further information concerning the submission of your thesis/dissertation for final examination in the School of Education, please contact the following:

- Dr. A. Tarmo, Coordinator for Postgraduate studies, Mobile phone number: **0769256663**.
- Mr. Ahazi Nyaulingo, Office Management Secretary in the Coordinator's office, Mobile phone number: **0786800498**.

Please consult the university website [www.udsm.ac.tz](http://www.udsm.ac.tz) for some guidelines on how to contain the spread of COVID-19.

The Dean, School of Education





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**SCHOOL OF EDUCATION**

**OFFICE OF THE DEAN**  
**P.O.BOX 35048, DAR ES SALAAM, Tanzania**

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**SAMPLE LETTER**

[TYPE YOUR ADDRESS HERE]

[DATE]

**The Dean,  
School of Education  
P.o. Box 35048  
Dar es Salaam**

**Re. Submission of my Dissertation/Thesis for Examination**

I... [Your name], ...a... [Degree programme] student with registration number.....wish to submit my dissertation/thesis for examination.

Further, I hereby commit that the dissertation/thesis I submitted and the accompanying documents have been thoroughly checked for plagiarism and that I shall be liable to the relevant University regulations for any incidences of plagiarism involving the thesis/dissertation and the documents I submitted for examination.

Sincerely,

[...YOUR SIGNATURE...]

[...YOUR NAME...]