

Dissertation Guidelines for NTA Level 9 Programmes

Dar es Salaam Institute of Technology



DISSERTATION GUIDELINES FOR MASTER (NTA LEVEL 9) PROGRAMMES BY COURSEWORK AND DISSERTATIONS

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1. INTRODUCTION

- 1.1 A dissertation is a long piece of written work that offers a detailed, sustained and critical treatment of a chosen topic. It is an analytic undertaking. It is not a descriptive account of the topic under investigation, nor is it a review of books and articles read. A dissertation differs from an essay in requiring a more sustained treatment of a topic, greater depth of analysis and wider consultation of sources and materials.
- 1.2 The aim of the dissertation is to enable students to advance their knowledge of the field covered by their degree programme by pursuing an independent research project on a chosen topic within the field. Students completing the dissertation will have examined a subject in substantial depth, shown evidence of an ability to undertake sustained critical analysis, developed and improved their research skills, and produced a long piece of written work that demonstrates understanding of their area of study.
- 1.3 This document on the Guidelines for masters by Dissertation and Coursework Programmes has been prepared by the Department of Research Publication and Postgraduate Studies of the Dar es Salaam Institute of Technology (DIT) to help postgraduate students prepare their dissertations for acceptance by the Institute. This document will also guide lecturers or dissertation supervisors to assess students in their dissertations.
- 1.4 The Dissertation Guidelines presented in this document are the basic requisites of research formulation, conduction and writing that have to be taken into consideration in order to meet the academic requirements. Also, it deals with the following guidelines on formatting a dissertation for Master by Coursework and dissertation.
- 1.5 Dissertation is a module therefore it has credits that can differ from one programme to another depending on the nature and objectives of a particular programme. The credits for a dissertation are as per the curriculum approved by NACTE which is subject to review after every five years.

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2. RESEARCH TOPIC FORMULATION

A dissertation should address a well-defined research question, specified at the outset. It should present a logically developed argument, the claims of which are supported by evidence where necessary.

Dissertations typically follow one of four methods:

- a case study is used to assess, explore, validate or critically examine an argument, theory or theoretical perspective advanced in the literature;
- a comparative study is undertaken where a process, development or institution is examined in two or more settings; or
- quantitative data is used to test existing arguments or to form a new hypothesis;
- a critical analysis of a theoretical argument or perspective is advanced that engages closely with primary texts.

A dissertation must have an element of your own research. This can be demonstrated by exploring previously neglected primary sources, undertaking an original theoretical analysis or interpretation of existing literature, or using primary material to develop your own critique of existing scholarly arguments.

The dissertation should demonstrate not only that you can collect evidence and consider a particular problem or topic in detail, but also that you understand how the topic relates to the work others have done in the same field. The review of the literature should show how the works of different authors on the topic relate to one another and where your own work is intended to fit in, and the analysis should show an awareness of what others who have addressed related questions have already said (or are saying) and of the implications of their various views and positions for your own work.

2.1 Choosing a Topic

The student should start thinking about possible topics as early as possible and undertake a relevant literature review to see how problems are framed and what arguments are made. The student should bear in mind that the topic must be intellectually feasible, practicable in terms of gaining access to the necessary sources and manageable in the time available. Also, the topic must be related to the area of study taken by a student.

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The requirements outlined above have to determine whether a topic will be suitable for a dissertation. But the following particular requirements should be taken into consideration.

- that there is a relevant academic literature which can be discussed in the literature review and built on in developing the research topic;
- that the topic allows for an original contribution, for example by using primary sources;
- that the research question is genuinely researchable; in other words, whether it can be answered through systematic academic enquiry, as opposed to mere assertion or speculation.
- Students should as well consider costs that will be involved, time, resources and required supporting staff.

2.2 Plagiarism

The dissertation work must be owned by the student. Avoid Plagiarism - the presentation of another person's thoughts or words as one's own - in the dissertation constitutes grounds for failing the dissertation; more serious sanctions may be also applied if circumstances warrant them. Plagiarism is stealing. By definition, when you plagiarize, you steal someone else's work. Plagiarism is also lying. By passing someone else's work off as your own you are lying to your instructor and your classmates. Plagiarism is equivalent to copying from someone else's paper during an exam and then pretending the work is your own. It is the responsibility of the student to understand the concept of plagiarism and why it should be avoided.

There is nothing wrong with the act of presenting an idea from an outside source; but presenting that work as your own, either explicitly or implicitly, is wrong. Thus, it is important that you properly identify and give appropriate credit to these outside sources through the proper use of quotation marks, internal citations, and references. The department will organize a professional lecture on plagiarism during the dissertation period of which all students will be supposed to attend.

2.3 Dissertation Structure

Although structure varies according to the topic and methodology chosen, a dissertation typically consists of several parts, which should be formally indicated by chapters. The dissertation structure is as follows:

- The introduction states the objectives of the dissertation, outlines the research question, and identifies how it is intended to meet the objectives and answer the question. In other words, the research methodology employed is described and its appropriateness to the topic explained;

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- The topic is placed in its academic context by reviewing the relevant scholarly literature and relating the research question to academic debates.
- Primary and secondary source data is presented, with an appropriate account of how primary data was gathered (e.g. how an interview questionnaire was developed);
- An argument or interpretation is advanced in the light of the evidence;
- The conclusion and recommendations presents a summary of the findings of the dissertation, relates these to the argument outlined in the introductory chapter and states precisely what has been demonstrated and continuation of the future work on the topic.

Each of the main chapters (i.e. not including the introduction and conclusion) should begin with a paragraph outlining its aims and content, and conclude with a brief summary.

3. PROCEDURES FOR CONDUCTION OF THE DISSERTATION

3.1 Dissertation Supervision

A student may arrange for a supervisor prior to defending the research topic; however, in case he/she has not arranged for a supervisor the department will have to assign the supervisor as it will be indicated in DIT yearly dissertation calendar. Once a supervisor has been appointed, the student should follow a series of stages in the supervision process as he/she proceeds from defining/refining the proposed research to the presentation of the finished dissertation. The students and supervisors they have to follow the dissertation calendars that will be provided by the department of research publications and postgraduate studies.

The dissertation is intended to provide an opportunity for students to pursue a research project independently. Students are, therefore, entirely responsible for the work of their dissertation. The role of the supervisor is to offer advice and guidance, not to directly do the research work. It is strongly advised that the student map out, from the start, a schedule of meetings or consultations with the supervisor. This will provide a series of deadlines to work to and goals to achieve, and will make clear the expectations that the student and the supervisor have of one another. For instance, deadlines may be set for:

- A finalised research question/proposal;
- a research methodology;
- a completed draft literature review ;
- a completed data collection phase;
- a completed first draft; and
- a completed final submission.

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3.2 Dissertation Assessment

The assessment of the dissertation will comprise of continuous assessment and the final examination. This is based on the fact that the programmes are Competence Based Education and Training (CBET) system where a continuous assessment is part and parcel of monitoring the performance of the student. The final examination will comprise of the internal and external examiners evaluation and the viva-voce. The distribution of scores is as indicated in Table 3.1 below. Internal and external examiners will assess the dissertations using criteria stipulated in the form No. DIT/PS/ASF 01 (appendix 3.1). There will be dissertations seminars that will be assessed as shown in table 3.1. During continuous assessment supervisors will assess their students using form No. DIT/PS/ASF 02 (appendix 3.2). During viva voce the assessment will be carried out as perform No. DIT/PS/ASF 03 (appendix 3.3).

The viva voce will be composed of the following members:

- DIT Postgraduate Coordinator,
- DIT Examination Officer,
- HoD(s) of the Dept hosting the Programme,
- Departmental Postgraduate Coordinator(s),
- External Examiner(s),
- Internal Examiner (s).
- Other members subject to invitation

During viva voce, if there are some specific questions raised by internal and external examiners during the assessment of the dissertation report, will be presented to allow the students to respond to those specific questions raised.

Please note other additional members may be involved in the viva voce depending on the need and will be by suggested by HoD of the hosting Dept and approved by DP- ARC. External examiners to appear to the viva voce will be selected from the approved coursework external examiners approved for a particular programme and who are selected as per the DIT external examiners policy.

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Table 3.1: Distribution of Assessment Scores

Item of Assessment	Total Score (%)
<p>Mini presentation (Mini presentation is aimed at monitoring the progress of the dissertation work. It is proposed that the mini presentation will have to be conducted 3 months after the commencement of the dissertation period.)</p>	20%
<p>Main Supervisor The supervisor will evaluate the student based on the final dissertation document as well as the how the student followed the events of the dissertation during the execution of the dissertation using form no. DIT/PS/ASF 02. Appendix 3.2</p>	15%
<p>Internal examiner Evaluation of the completed dissertation. This assessment is done by the appointed internal examiner(s) before the viva-voce. Note that the assessment will follow the provided guidelines using form no. DIT/PS/ASF 01 Appendix 3.1</p>	15%
<p>External Examiner The evaluation by the external examiner will base on the review of the completed dissertation. The assessment is done before the viva-voce. Note that the assessment will follow the provided guidelines using form no. DIT/PS/ASF 01 Appendix 3.1</p>	20%
<p>Viva-voce The Viva-voce will be composed of the following members: DIT Postgraduate Coordinator, DIT Examination Officer, HoD of the Dept hosting the Programme, Departmental Postgraduate Coordinator of the Dept hosting the Programme, External Examiner (s), Internal Examiner (s). Other member can be added depending on the need (will be suggested by HOD of the hosting Dept subject to approval by DP ARC).</p>	30%
Total Score	100

For a student to pass the dissertation module the student should get a minimum total score of 50% (B) in the overall assessment as per criteria shown in table 3.1 above. A student getting less than 50% score, has failed and has to repeat the whole module afresh.

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4 TECHNICAL SPECIFICATION FOR THE DISSERTATION REPORT

4.1 Manuscript preparation

4.1.1 Typing

The thesis/dissertation must be printed on good quality A4 paper.

4.1.2 Length of Dissertation

The length of a Masters dissertation is a minimum of 100 written pages and should not exceed 150 written pages (including appendices).

4.1.3 Typing, Style and Printing

- a) Microsoft Word programme should be used for typing.
- b) For writing style, candidates can use the Harvard style. The style should be used consistently throughout the dissertation. Candidates are advised to refer to the latest conventions of writing from websites.
- c) All final copies of the dissertation should be printed on laser printer for quality printing.

4.1.4 Typeface, Typing Quality and Font Size

The entire body text of the dissertation, including headings and page numbers, should be of the same font or typeface. Times New Roman font should be used and it should be used consistently throughout the dissertation.

4.1.5 Font Size

- a) Text: Times New Roman 12. Text should not be scripted or italicised except for:
- b) Scientific names, terms in a different language, and quotation.

4.1.6 Symbols or special characters / notations not found on the computer keyboard. Should be drawn in black ink with a mechanical guide.

4.1.7 Margins

Margin specifications are meant to facilitate binding and trimming. The stipulated margins for the general text are as follows:

- **Top edge** : **2.5 cm (1 inch)**
- **Right side** : **2.5 cm (1 inch)**
- **Left side** : **3.8 cm (1.5 inches)**
- **Bottom edge** : **2.5 cm (1 inch)**

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All information including text headings, footnotes and illustrations should be within these margins.

Note: It is imperative that the page set-up is formatted accordingly prior to the drafting of the dissertation.

4.1.8 Paragraphs

- a) Every paragraph should not be indented.
- b) A new paragraph at the bottom of a page must have at least two full lines of text. If not, it should begin on the next page.
- c) All paragraphs should be “justified”.

4.1.9 Spacing

Use double spacing between lines and paragraphs as well as

- **Between Headings and Text.**
- **Text and Headings**
- **Text and Equations**
- **Text and Tables**
- **Appendices, such as Questionnaires, Letters**

4.1.10 Preliminary Pages Pagination

- a) All pages in the preliminary section such as Acknowledgements, Table of Contents etc. should be numbered in consecutive lower case Roman numerals (i, ii, iii, iv, etc.), except for the Title page which is suppressed.
- b) All pages of the main text including the references or bibliography, appendices, tables and figures should be numbered consecutively in Arabic numerals (1, 2, 3, etc.).
- c) Page numbers must not be punctuated, bracketed, hyphenated nor accompanied by any decorative symbols and should be bottom centered. The position of the page number must be consistent throughout the dissertation.
- d) Each appendix should be identified separately using a capital letter (Appendix A, Appendix B, etc.) on the top center of the page. **No separator pages are allowed.**

4.1.11 Headings and Subheadings

Headings and subheadings should be numbered as shown in Table 4.1.

Table 4.1: Format of headings

Headings	Levels
----------	--------

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Centered, Bold, Uppercase Heading	Level 1
e.g. CHAPTER 1 NEW TRENDS IN THE CONSTRUCTION INDUSTRY	
Numbered, Bold, Aligned Left, Uppercase Heading	Level 2
e.g. 1.0 INTRODUCTION	
Numbered, Bold, Aligned Left, Capitalize Each Word Heading	Level 3
e.g. 2.1 Construction Industry	
Indented, Aligned Left, Capitalize Each Word Heading	Level 4
e.g. 2.1.1 Tanzanian Construction Industry 2.1.2 International Construction Industry	
Indented, Aligned Left, Sentence Case Heading	Level 5
e.g. 2.1.1.1 Types of work	

4.1.12 Notes and Footnotes

They are only applicable to tables and figures. Footnotes, unless necessary, should be kept to a minimum. The 9 point font size is to be used for notes and footnotes.

4.1.13 Tables

Each table caption must be centered at the top of the table (title case). Table Heading should be as shown below:

Table 1: Format of headings

(Centred, Italicised-only the word Table 1 and the table number; and Sentence Case Heading)

4.1.14 Table Numbering

The relevant tables are grouped and numbered sequentially within the respective chapter. For example, tables found in Chapter 4 should be numbered Table 4.1, Table 4.2, Table 4.3, and so on.

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4.1.15 Table Presentation

- a) Table presentation must be without vertical lines and used consistently throughout the dissertation.

Example in Chapter 4

Table 4.1: Surface area and porosity of bleaching soil

Chemical Composition	Surface (m²g⁻¹)	Area	Porosity (cm³g⁻¹)
Neutral clay	0.68		0.68
Bleaching clay (0.5 M H ₂ SO ₄)	0.80		0.80
Bleaching clay (1.0 M H ₂ SO ₄)	0.80		0.80

Note: Pradas, Sanchez and Campo (1993, p. 23). Influence of the physical chemistry properties of an acid activated bentonite in the bleaching of olive oil.

- b) If a table is taken from another source, the reference must be cited properly at the bottom left of the table.
- c) If any table continues to the following or subsequent pages, the top line of the page reads (for example): Table 4.2 continued. The caption is not repeated.

4.1.16 Figures and/or Plates

- a) Each figure caption must be centered at the bottom of the figure (sentence case). Figures may be illustrations, graphs, maps, charts and diagrams.
- b) Only the word Figure and the figure number are italicised. A figure normally should not extend beyond one page. If it does, the same guidelines as for tables should be followed.
- c) The relevant figures are grouped and numbered sequentially within the respective chapter. For example, figures found in Chapter 4 should be numbered Figure 4.1, Figure 4.2, Figure 4.3, and so on.

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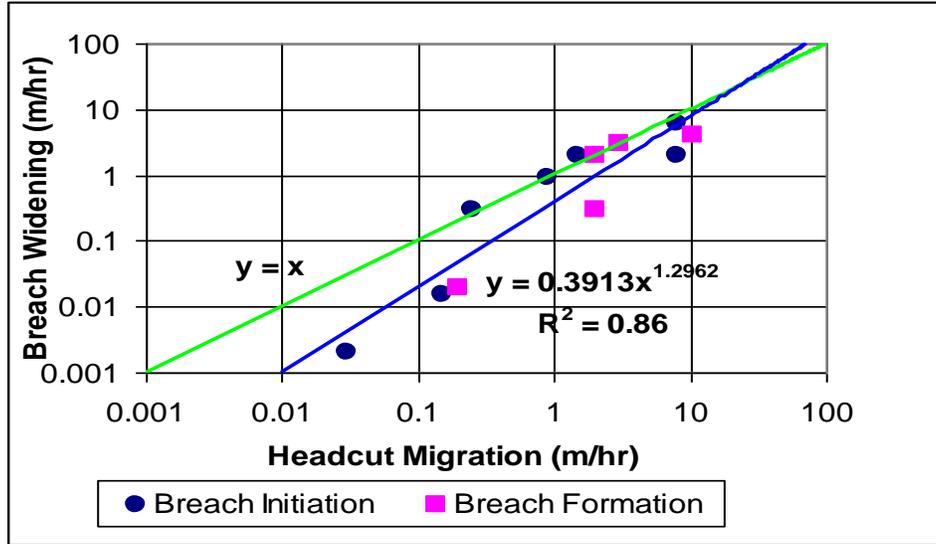


Figure 4.1: Comparison of headcut migration and breach widening rates.

- If a figure is taken from another source, the reference must be cited properly at the bottom left of the figure.
- If any figure continues to the following or subsequent pages, the top line of the page reads (for example): Figure 4.3 continued. The caption is not repeated.
- Schematic and line diagrams should be drawn with the aid of a computer.
- The same rules apply for the use of Plates.



Plate 4.1: The view of Geotechnical Investigation Work by DIT experts for the Expansion of Twiga Cement Factory Dar Es Salaam

4.1.17 Equations and Formulae

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Every equation should be numbered and centered continuously in parenthesis aligned to the right.

4.1.18 Equations and Formulae Numbering

The relevant equations and formulae are grouped and numbered sequentially within the respective chapter. For example, equations and formulae found in Chapter 4 should be numbered Equation 4.1, Equation 4.2, Equation 4.3, and so on. For example, the first equation should be numbered as:

$$Z = \left\{ \frac{1}{NQ} \left[\sum_{i=1}^{NQ} (q_o(i) - q_s(i))^2 \left(\frac{q_o(i) + q_o(\text{mean})}{2q_o(\text{mean})} \right) \right] \right\}^{1/2} \quad (4.1)$$

Where

Z is the objective function,

NQ is number of computed hydrograph ordinates;

$q_s(i)$ is the calculated flows, computed with set of model parameters;

$q_o(\text{mean})$ is the mean of observed flow.

4.2 Layout and Arrangement of Contents

4.2.1 The dissertation is composed of three parts:

- i. the preliminary section
 - ii. the text or main body, usually divided into chapters and sections
 - iii. the reference materials, usually consisting of references or bibliography and appendices
- a) The contents of each part should be arranged in a logical order using sections and sub-sections, all correctly numbered
 - b) The following is an example of how various sections in a dissertation are arranged. It is recommended that this sequencing be used as a guide; not every dissertation includes all the items listed below.

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Item	Remarks
1.0 Preliminary Section	
Blank leaf	
Title page	Not paginated but counted as 'i'
Author's Declaration	Paginated as ii
Abstract	Paginated as iii (continuing lower case Roman numeral on preceding page pagination); listed in Table of Contents
Acknowledgement	Paginated; listed in Table of Contents
Table of Contents	
List of Tables	Paginated (continuing lower case Roman numeral on preceding page pagination); listed in Table of Contents
List of Figures	
List of Plates	
List of Abbreviations and Glossary	Paginated (continuing lower case Roman numeral on preceding page pagination); listed in Table of Contents

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2.0 Text

Main body (Chapters)		Paginated beginning with page 1 (Arabic numerals)
References Bibliography	and/or	Paginated with the running number continuing from the last page of the text
Appendices		Insert a leaf (the separator) with the word 'APPENDICES' in the centre of the page; appendices are paginated with the running number from the last page of the text. This separator sheet is not paginated.
Blank Leaf		

4.2.2 Title Page

This page should contain the following information:

- a) The name of the Institute spelt out in full, bold, capitalized and centered:

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DAR ES SALAAM INSTITUTE OF TECHNOLOGY

THE TITLE OF THE DISSERTATION

- b) The title should reflect the content of the dissertation. It should be centered, capitalized, bold and to be single spacing
- c) Name of the author must be in capitalized and bold.
- d) The degree for which the dissertation is submitted is stated in title case. (For example, Master of Engineering, Master of Science, etc.). It should be indicated that the dissertation is being submitted in partial fulfillment of the requirement for that particular degree as shown below:

Dissertation submitted in partial fulfillment of the requirement for the degree of

Master of Engineering in Maintenance Management

Department of Civil Engineering

June 2013

- e) The Department in which the candidate is registered is spelt out in title case, bold and with 14 point font.
- f) The month and year in which the dissertation is submitted for examination is to be stated 2 cm below the faculty's name, 14 point font.

4.2.3 Declaration

The candidate should include on the page before the abstract page, a signed author's declaration stating the material presented for examination is her/his own work or how far the work contained in the dissertation was the candidate's own work, and stating that the dissertation is not being submitted for any other academic award. A supervisor should as well sign to declare that he/she has read and satisfied with the dissertation report for the award of master degree.

4.2.4 Abstract

The abstract should give a brief statement of the research problems, aims of the research, methodologies used, key findings in the context of the whole study, and implications of the study. It should be typed in single spacing and should not exceed 400 words. The abstract is to be placed immediately before the first chapter of the dissertation.

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4.2.5 Acknowledgement

A brief statement of appreciation in recognition of any special assistance rendered to the candidate during the period of research should be included. It should be typed in single spacing and should not exceed one page in length.

4.2.6 Table of Contents

- a) Titles of chapters, headings, and subheadings must be listed in the Table of Contents must be worded exactly as they appear in the body of the dissertation.
- b) All headings and subheadings are numbered and to be justified to the left.

4.2.7 List of Tables, Figures and Plates

The numbers and the captions must be listed in the order they appear in the text.

4.2.8 List of Symbols, Abbreviations or Nomenclature

List of Symbols, Abbreviations or Nomenclature must appear after the lists of tables, figures, and plates arranged in alphabetical order.

4.2.9 Body of dissertation (see appendix 3.3)

4.2.10 Literature cited (see the appendices 3.3)

4.2.11 Final submission - Candidates are required to submit the following:

- a) Four copies
- b) Error Free Letter written by supervisor to the DIT postgraduate Coordinator.
- c) Page of abstract
- d) Title page
- e) The Dissertation in soft copy
- f) Evidence of clearance of all Institute dues i.e. fees etc.

Note: refer chapter 7 for the detailed process of dissertation submission)

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5. BODY OF DISSERTATION

The text is made up of a number of chapters. The major chapters of the dissertation should include but not limited to the following:

5.1 Introduction

This section sets forth the rationale, significance, and objectives of the study. It includes details of the background, statement of the problem, research questions or hypotheses to be tested, assumptions, limitations, delimitations and the scope of study.

5.2 Literature Review

This section includes a fully-referenced review and discussions of previous studies which are relevant to the research.

5.3 Research Methods (Methodology)

This section gives a detailed description of the research methods and instruments/materials used. Experimental methods should be described so that future researchers would have no difficulty in replicating them. Research methods should include experimental design, the number of subjects, apparatus etc.

5.4 Data Collection and Analysis

This section provides the results and analysis of data. The results obtained can be presented as a series of figures, tables, etc., with descriptive texts and discussions.

5.5 Discussion of Results

This section discusses the results of the study in relation to the hypotheses or the research questions. It highlights the main findings, their significance and implications. The results should be interpreted in the light of what is already known and emphasis should be placed on what the results add to the subject area. Strengths and weaknesses of the results should be discussed.

5.6 Conclusion and Recommendations

This section highlights the contribution of the findings to new knowledge / applications. It should also discuss the limitations faced in carrying out the research and the scope for further research based on the results.

Note: Candidates may make changes to the above structure of the dissertation according to the nature of their research.

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6.0 REFERENCE MATERIALS

5.7 Reference List

This section begins on a fresh page bearing the heading REFERENCES in capital letters, centered without punctuation, 3.0 cm from the top. The list of references begins four spaces below the heading and is single spaced in the same citation but double-spaced between citations. This list must include all the references that candidates have cited in the text of the dissertation. It is recommended that candidates use format as presented in the dissertation format (Appendix 3.3).

5.8 Appendices

This section may contain supplementary illustrative materials such as original data, questionnaires, formulas and quotations too long for inclusion in the text or not immediately essential to the understanding of the subject. A description of lengthy experimental methods or the list of names of participants may be included.

This section may be divided into Appendix A, Appendix B, etc and centered. Each appendix with its title should be listed separately in the Table of Contents as a first order subdivision under the heading APPENDICES.

Tables and figures in the Appendices must be numbered and captioned and also listed in the List of Tables and List of Figures in the Preliminary Section.

5.9 Citing references

The following are examples of citing from one author:

Author as part of the text, the year of publication in parenthesis.

Malisa (2004) further stressed that it is evident...

Author and year in parenthesis.

..... toward class and other students (Weinstein, 2007).

The following are examples of citing from two authors:

Cite both names each time the reference appears in the text. Do not use et al.

John and Albert (2004) further stressed that it is evident...

Authors and year in parenthesis, use the symbol ‘&’ to separate the authors, followed by comma to separate the year.

...toward class and other students (Alex & John, 2007).

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The following are examples of citing from three and more authors:

Cite all the name of the authors the first time you cite.

Saanane, Kimori, and Mauro (2006) pointed out...

Cite the same three and more authors within the same paragraph.

In this situation, cite the first author followed by et al. and exclude the year

Saanane, Kimori, and Mauro (2006) pointed out ... Saanane et al. also...

Cite the same three and more authors in subsequent paragraphs.

In this case, cite the first author, et al., and include the year of publication.

Saanane et al. (2006) discovered...

For each chapter cite the references as if that is the first time you cite.

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5.10 Serialization

When there is more than one item to be listed within the paragraph, they must be listed using a letter in parenthesis with commas in between to separate the items. The following is an example:

... Oetting (1983) identified three types of anxiety (a) trait, (b) state, and (c) concept-specific.

In a situation when there is more than one element that has internal commas, semi-colons are needed to separate the different elements. The following is an example:

The scores were categorised into four categories (a) 18 - 28, were very relaxed; (b) 29 - 39, generally relaxed; (c) 40 - 50, mildly anxious; and (d) 62 - 72, very anxious.

When a listing is presented in a separate paragraph, Arabic numerals followed by a period (full-stop) are used. The following is an example:

Johnson (2002) and John (2003) summarised culture and refer to as:

1. The total pattern of beliefs, customs, practices, institutions, techniques and objects ...
2. An integrated and shared pattern of human behaviour that includes thought, speech ...

A way of life which gives members in a society a sense of purpose, identity, meaning, well-being and generates...

1. Taylor (2002), and Patrick (2003) summarised culture and refer to as:
2. The total pattern of beliefs, customs, practices, institutions, techniques and objects ...
3. An integrated and shared pattern of human behaviour that includes thought, speech ...

A way of life which gives members in a society a sense of purpose, identity, meaning, well-being and generates...

6. THE PROCESS OF DISSERTATION SUBMISSION

The dissertation is ready to be submitted for examination when the supervisor(s) is satisfied with the work done in terms of its suitability from the point of view of contents, presentation, language, and format. The deadline for submission of dissertations will be indicated in the dissertation calendar of a specific programme. Students are required to submit their dissertations for assessment at least one month before the final presentation/viva voce or as per the dissertation calendar issued for a particular programme.

6.1 Binding for Submission

Four (4) hard copies for submission should be loose-bound. The full title, the name of the author, the name of the degree, and the year of submission should be typed on the title page. (See Appendix 3.3).

6.2 Binding the Final Copy

After presentation and corrections, two (4) hardbound copies should be submitted together with soft copy. A Masters dissertation should be hardbound in black colour. The final submitted copies must be lettered in gold. All pages should be permanently secured.

7.2.1 Paper

Quality plain white simile paper (80 gm) of A4 size (210 x 297 mm) should be used for all copies of the dissertation. Text or illustrations should be printed on only one side of each sheet. Only original quality printed copies will be accepted.

7.2.2 Cover Spine

The following particulars should be lettered in gold (direction of text from head to foot), using 18-point font. (see Figure 1 in the appendix 3.3)

- Full name of candidate
- Degree for which the work is submitted
- Dar es Salaam institute of Technology
- Year of submission (after presentation and corrections)

7.2.1 Cover

Using 18-point font GOLD initial capitals, the following particulars should be printed on the dissertation cover: (see Figure 1 in the appendix 3.3)

- Dar es Salaam Institute of Technology (DIT)
- Title of the dissertation
- Full name of candidate (do not use initials, acronyms or titles)
- Degree for which the work is submitted
- Month and year of submission (after presentation and corrections)

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5. Mzumbe University, Prospectus 2012/2013.
6. University of Dar es Salaam, Postgraduate Graduate Prospectus 2012/2013.

APPENDICES

Appendix 3.1: Assessment Form for the Internal and External Examiners

DAR ES SALAAM INSTITUTE OF TECHNOLOGY



DEPARTMENT OF RESEARCH, PUBLICATIONS AND POSTGRADUATE STUDIES

DISSERTATION ASSESMENT FORM FOR INTERNAL AND EXTERNAL EXAMINERS

No. DIT/PS/ASF 01

Item for Assessment	Description of Assessment Attributes	Max Score (%)	Actual Score (%)
Innovation & originality	A very high level of originality in formulation, thinking, discussion and/or interpretation with exceptional evidence of insight and depth of understanding.	15	
Objectives & justification	An extremely clear statement of hypotheses and research questions in a particularly convincing and well presented context that provides an excellent and compelling rationale.	5	
Relevance and coherence of secondary material (Literature Review)	An excellent and extremely comprehensive review of the literature with clear understanding in depth and context. This is presented in a clear, logical and coherent way throughout There is consistent, critical evaluation of main ideas theories/ arguments/ approaches showing convincing evidence of synthesis which effectively integrates the student's own ideas with the published literature.	10	
Data collection & analysis	A high quality data set, accurately analysed and presented in all respects reflecting very high levels of competence, accuracy and technical ability The analysis is wholly appropriate/accurate and shows the ability to critical evaluate the collected information/data. All relevant outcomes, effects/trends are identified and described in the commentary	35	
Discussion of results	All the results are discussed based on the problem statement. The discussions should link with findings, research question and literature review. Where there are differences, discuss possible reasons. It is important in this section that limitations are critically reflected.	20	
Summary or conclusions / recommendations	All relevant conclusions are drawn and justified, without unsupported assertions and these clearly relate to the research objectives. The value of the work is fully recognised, in context.	10	

References/ Bibliography	Extensive information gathered, showing impressive depth and breadth of reading, used effectively to support the work. The information is correctly and accurately referenced using the appropriate conventions	5	
Total Score		100	
Total Score Weighted to (20%) for external examiners and 15% for internal examiners.		20% or 15%	

Appendix 3.2: Dissertation Continuous Assessment Form for Supervisor (s)

DAR ES SALAAM INSTITUTE OF TECHNOLOGY



DEPARTMENT OF RESEARCH, PUBLICATIONS AND POSTGRADUATE STUDIES

CONTINUOUS ASSESMENT FORM FOR DISSERTATION SUPERVISORS

No. DIT/PS/ASF 02

Item for Assessment	Description of Assessment Attributes	Max Score (%)	Actual Score (%)
Introduction and Problem Statement	A very high level of originality in formulation, thinking, discussion and/or interpretation with exceptional evidence of insight and depth of understanding.	10	
Objectives & justification	An extremely clear statement of hypotheses and research questions in a particularly convincing and well presented context that provides an excellent and compelling rationale.	5	
Relevance and coherence of secondary material (Literature Review)	An excellent and extremely comprehensive review of the literature with clear understanding in depth and context. This is presented in a clear, logical and coherent way throughout. There is consistent, critical evaluation of main ideas theories/ arguments/ approaches showing convincing evidence of synthesis which effectively integrates the student's own ideas with the published literature.	10	
Methodology formulation (for data collection and analysis)	The methodology used is appropriate for reaching to the objective(s) of the research; and that the results can be obtained within the dissertation time frame, The methodology may include experimental design, the number of subjects, apparatus etc.	5	
How did a student follow the dissertation events	The student followed the dissertation event in a sense that seeking consultation from the supervisor, attending the agreed work/assignment as directed by the supervisor and followed the dissertation calendar.	10	
Data collection & analysis	A high quality data set, accurately analysed and presented in all respects reflecting very high levels of competence, accuracy and technical ability. The analysis is wholly appropriate/accurate and shows the ability to critical evaluate the collected information/data. All relevant outcomes, effects/trends are identified and described in the commentary.	30	
Discussion of results	All the results are discussed based on the problem statement. The discussions should link with findings, research question and literature review. Where there are differences, discuss possible reasons. It is important in this section that limitations are critically reflected.	15	

Summary or conclusions / recommendations	All relevant conclusions are drawn and justified, without unsupported assertions and these clearly relate to the research objectives. The value of the work is fully recognised, in context.	10	
References/ Bibliography	Extensive information gathered, showing impressive depth and breadth of reading, used effectively to support the work. The information is correctly and accurately referenced using the appropriate conventions	5	
Total Score		100	
Total Score Weighted to (15%)		15	

Appendix 3.3: **Dissertation viva voce Assessment Form for examiners.**
Form DIT/PS/ASF 03

Item for Assessment	Description of Assessment Attributes	Max Score (%)
Presentation skills	Quality of the presentation slides	5
	Communication skills	5
	Confidence	5
	Organization of his/her presentation and organization of his dissertation report	10
Innovation & originality	A very high level of originality in formulation, thinking, discussion and/or interpretation with exceptional evidence of insight and depth of understanding.	10
Objectives & justification	An extremely clear statement of hypotheses and research questions in a particularly convincing and well presented context that provides an excellent and compelling rationale.	5
Relevance and coherence of secondary material (Literature Review)	An excellent and extremely comprehensive review of the literature with clear understanding in depth and context. This is presented in a clear, logical and coherent way throughout. There is consistent, critical evaluation of main ideas theories/arguments/ approaches showing convincing evidence of synthesis which effectively integrates the student's own ideas with the published literature.	10
Data collection & analysis	A high quality data set, accurately analysed and presented in all respects reflecting very high levels of competence, accuracy and technical ability. The analysis is wholly appropriate/accurate and shows the ability to critically evaluate the collected information/data. All relevant outcomes, effects/trends are identified and described in the commentary.	10
Discussion of results	All the results are discussed based on the problem statement. The discussions should link with findings, research question and literature review. Where there are differences, discuss possible reasons. It is important in this section that limitations are critically reflected.	10
Summary or conclusions / recommendations	All relevant conclusions are drawn and justified, without unsupported assertions and these clearly relate to the research objectives. The value of the work is fully recognised, in context.	5
References/ Bibliography	Extensive information gathered, showing impressive depth and breadth of reading, used effectively to support the work. The information is correctly and accurately referenced using the appropriate conventions.	5
Originality of the work and ability to defend his/her work	Answer clearly questions asked during viva voce and any other questions indicated in the dissertations assessed by internal and external examiners.	20
Total Score		100
Total Score Weighted to (30%)		30%

Appendix: 3.4. Dissertation report format

Cover page

**SYSTEMATIC APPROACH IN PROPHYLACTIC MAINTENANCE OF
THE HISTORIC BUILDINGS IN TANZANIA**

The Case of Bagamoyo Dar es Salaam and Kisarawe

• 14 points

• Bold

• Centered

Paco John Sumari

• 12 points

• Bold

• Centered

M.Eng, (Maintenance Management) Dissertation

Dar es Salaam Institute of Technology

June 2012

Title page

**SYSTEMATIC APPROACH IN PROPHYLACTIC MAINTENANCE OF
THE HISTORIC BUILDINGS IN TANZANIA**

The Case of Bagamoyo Dar es Salaam and Kisarawe

By

Jonathan Marcus Shilinde

**A Dissertation Submitted in (Partial) Fulfillment of the Requirements for the
Degree of Master of Engineering in Maintenance Management of the Dar es
Salaam Institute of Technology**

Dar es salaam Institute of Technology

June 2012

- 12 points
- Bold
- Centered

CERTIFICATION

The undersigned certify that they have read and hereby recommend for acceptance by the Dar es Salaam Institute of Technology a dissertation entitled: *Systematic Approach in Prophylactic Maintenance of The Historic Buildings in Tanzania/The Case of Bagamoyo Dar Es Salaam and Kisarawe* , in fulfillment of the requirements for the degree of Master of Engineering in Maintenance Management of the Dar es Salaam Institute of Technology.

.....

Prof. XYZ

(Supervisor)

Date: -----

Dr. ABC

(Supervisor)

Date: -----

Double
space

**DECLARATION
AND
COPYRIGHT**

I, **Jonathan Marcus Shilinde**, declare that this thesis is my own original work and that it has not been presented and will not be presented to any other Institution for a similar or any other degree award.

Signature

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ACKNOWLEDGEMENT

DEDICATION

ABSTRACT

1. Research problem
2. Methodology used
3. Findings
4. Conclusion
5. Recommendation

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CHAPTER ONE

INTRODUCTION

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