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CHECKLIST FOR THE FINAL DISSERTATION/THESIS SUBMISSION FORM

(To be checked by the Head of Examination and Quality Assurance)

S/N	ITEMS
1	Signed Hard bound copies: Three (3) for Masters by Thesis & PhD and Two (2) for Masters by Coursework. NB: Candidate can produce additional copies for themselves and for their supervisors if they wish to do so.
2	Plagiarism Report Form (Tested by supervisor/program coordinator/HoD) using Turn it in software) Report has to be appended in the last pages of students' Thesis & Dissertation.
3	An Error free letter written by supervisor to verify that a submitted work is free from errors and it confirms to OUT new guideline (Appendix V).
4	Substantial Action Matrix Form (Applicable to those students pursuing Masters by Thesis & PhD) who PASSED their viva voce subject to SUBSTANTIAL corrections and revisions as indicated in the examiners' reports). This form has to be submitted separately when students' are about to submit their Thesis.
5	2 Hard copies of published papers to be appended at the end of students' thesis (Relevant to PhD students).
6	Dissertation/Thesis in soft copy (preferably PDF Format saved in a CD-ROM). On top of CD details such as a student's name, registration number, program and the year have to be printed and appear.
7	A copy of data collection letter- provided by OUT and the one from the students' study area (To be appended at the end of students' Thesis/ Dissertation).