SACIDS Africa Centre of Excellence for Infectious Diseases

A Handbook for SACIDS-ACE MPhil Students

Cohort 2017/2018

"SACIDS Africa Centre of Excellence for Infectious Diseases of Humans and Animals".

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Acknowledgement

This document, which has been prepared by the SACIDS-ACE Research and Training Team, taking into account the baseline requirements and practices by the Sokoine University of Agriculture (SUA) and Muhimbili University of Health and Allied Sciences (MUHAS), has benefited from similar documents from the Royal Veterinary College University of London, the London School of Hygiene and Tropical Medicine, University of London and The Pirbright Institute. We thank these UK institutions for their support and permission for us to adopt aspects that we judged to be relevant to the needs of Africa.

This forms an integral part of the Smart Partnership arrangements between SACIDS and these institutions, efforts towards benchmarking the SACIDS-ACE MPhil programme to the UK research development framework.

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WELCOME REMARKS

Welcome to the SACIDS Africa Centre of Excellence (SACIDS ACE), a regional leading centre in postgraduate training and research on infectious diseases of humans and animals using a One Health approach.

The Centre supports rigorous MPhil programmes offered by the Sokoine University of Agriculture (SUA) and Muhimbili University of Health and Allied Sciences (MUHAS) and provides a forum for collaboration of these universities with its established national, regional and UK partners. National partners include the Catholic University for Health and Allied Sciences (CUHAS), the National Institute for Medical Research (NIMR), the Tanzania Veterinary Laboratory Agency (TVLA) and the Tanzania Wildlife Research Institute (TAWIRI). The regional collaboration involves epidemiological links with Southern and East African countries, i.e. Democratic Republic of Congo (DRC), Kenya, Mozambique, South Africa, Tanzania, Uganda and Zambia, and strategic smart partnerships with UK institutions namely the London School of Hygiene and Tropical Medicine (LSHTM), the Royal Veterinary College (RVC), the London International Development Centre (LIDC) and The Pirbright Institute (TPI), with wider international collaboration on a project-by-project basis.

This strategic arrangement ensures that MPhil students interact with leading experts in their respective disciplines and have access to the state of art facilities required to produce excellent research scientists and leaders in animal and human health. The ultimate goal is to improve regional research capacity to detect, identify and monitor infectious diseases of humans, animals, ecosystems and their interactions in order to better manage the risk posed by them. In pursuance of this goal and strategy, SACIDS-ACE students and fellows will be expected to develop competence in a core scientific domain of the Centre (i.e. virology or microbiology or parasitology including pathogen molecular biology or analytical epidemiology or social sciences (including economics) to define risk, intervention and risk management/ disease control or health, food and/or policy systems.

This handbook is intended as a quick guide for navigating the MPhil programme. The information and procedures described in the handbook are subject to change and may vary according to the specific programme requirements of the two universities. It is recommended that you use this handbook as an initial reference tool and basis for further inquiry with your supervisors or programme coordinators. In addition to the items described here, the MPhil programme follows the guidelines outlined by the registering universities, namely SUA and MUHAS, which can be found at the following websites; www.suanet.ac.tz and www.muhas.ac.tz. It is your responsibility as a MPhil student to maintain your progress in accordance with both the Centre and registering university regulations and guidelines, and to meet relevant deadlines. All questions regarding registering university regulations/guidelines should be directed to the Office of Postgraduate Studies through relevant departments. For questions relating to the Centre guidelines, please consult the SACIDS Research and Training Officer at the SACIDS Secretariat.

NB: For the ACE, we use MPhil as synonymous with Research MSc or MSc by research

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1.0 INTRODUCING THE HANDBOOK

The purpose of this handbook is to provide you with important information and guidance throughout your studentship. It helps to demonstrate the Centre's commitment to provide a quality service to MPhil students supported by SACIDS ACE and to outline your entitlements and responsibilities.

It describes current policies and procedures that are implemented both at the Centre and at your registering university, aiming to help you to understand the specific procedures that are required in order for you to progress smoothly through your journey to MPhil award.

This handbook must be read in conjunction with other documents of the Centre such as the Centre's Code of Practice for Postgraduate Students and Supervisors and the Student's Logbook. provided through the Centre's Research and Training Unit and can be found at www.sacids.org/..... The handbook must also be read with General Regulations and Guidelines for Postgraduate Study Programmes and policies provided through the Directorates of Postgraduate Studies of either SUA or MUHAS, depending on where you are registered, also found at www.suanet.ac.tz/... and www.muhas.ac.tz/...

You must ensure that you have read, and are familiar with both the Centre's and the registering university's documents.

2.0 CENTRE IN THE UNIVERSITY CONTEXT

SACIDS-ACE, which is hosted by Sokoine University of Agriculture (SUA) is linked to its College of Veterinary Medicine and Biomedical Sciences and operates under the legal framework of the university. SACIDS ACE supported students are registered at either SUA or MUHAS in Tanzania. In addition to Centre specific requirements students are required to abide by the rules and regulations of the registering universities. This table below provides contact details of key Centre leaders and administrative and supporting staff.

Table 1: Centre Staff Contact Details

Initials	Name	Title	Contacts
Prof.	Gerald Misinzo	Centre Leader	Sokoine University of Agriculture, Cell Phone: +255 76 7058805, E-mail: gerald.misinzo@sacids.org
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Prof.	Mecky Matee	Second Deputy Leader	Muhimbili University of Health and Allied Sciences (MUHAS), Cell Phone: +255 71 3081162, E-mail: mecky.matee@sacids.org
Dr.	Leonard Mboera	Coordinator	National Institute of Medical Research (NIMR), Cell Phone: +255 75 4314701, E-mail: leonard.mboera@sacids.org
Prof.	Esron Karimuribo	Coordinator of Training and Research	Sokoine University of Agriculture, Cell Phone: +255 75 4695760, E-mail: esron.karimuribo@sacids.org
Prof.	Philemon Wambura	Innovation & Technology Development	Sokoine University of Agriculture, Cell Phone: +255 76 7216408, E-mail:philemon.wambura@sacids.org
Dr.	Kenneth Bengesi	Equity and Career Skills Development	Sokoine University of Agriculture, Cell Phone: +255 65 5282007, E-mail: kenneth.bengesi@sacids.org
Prof.	Paul Gwakisa	Training CoP Leader	Sokoine University of Agriculture, Cell Phone: +255 78 2437508, E-mail: paul.gwakisa@sacids.org
Prof	Sharadhuli Kimera	Epidemiology Competence coordinator, SUA	Sokoine University of Agriculture, Cell Phone: +255 655569684, E-mail: sikimera@gmail.com
Dr	Candida Moshiro	Epidemiology and Social Sciences coordinator, MUHAS	Muhimbili University of Health and Allied Sciences, Dar es Salaam, Cell Phone: +255655950071, E-mail: cmoshiro@yahoo.com
Prof.	Janusz Paweska	Emerging and vector-borne CoP Leader	Center for Emerging and Zoonotic Diseases, National Institute for Communicable Diseases, Tel: +2711 386 6382 (6336), Mobile: +27 82 9088046, E-mail: janusz.paweska@sacids.org
Prof.	Richard Silayo	Quality Assurance	Sokoine University of Agriculture, Email: rssilayo@yahoo.co.uk, Cell Phone: +255 754879139
Dr.	Filomena Namuba	Programme Manager / Secretariat	SACIDS Secretariat, Sokoine University of Agriculture, Cell Phone: +255 78 4394479, E-mail: filomena.namuba@sacids.org
Ms.	Secky Nyakunga	Research & Training Officer	SACIDS Secretariat, Sokoine University of Agriculture, Cell Phone: +255 71 5011677, E-mail: secky.nyakunga@sacids.org

Table 2: Key Institutional Contacts and Addresses

Sokoine University of Agriculture, Morogoro, Tanzania	Muhimbili University of Health and Applied Sciences, Dar es Salaam, Tanzania
Directorate of Postgraduate Training, Research Technology Transfer and Consultancy Services P. O. Box 3151, Telephone: +255 23 2604388 Fax: +255 23 2604388, E-mail: drpgs@suanet.ac.tz Website: http://www.suanet.ac.tz/drpgs/index.html	Directorate of Postgraduate Studies P.O. Box 65001, Dar es Salaam, Fax: 2150465, E-Mail: dpgs@muhas.ac.tz Tel Direct: 2151377 or 2150302-6 Ext. 207
Sokoine National Agricultural Library (SNAL) P.O Box 3022 Chuo Kikuu, Morogoro E-mail: snal@suanet.ac.tz Telephone:+255 23 2604639 Fax : + 255 23 2604639	Directorate of Research and Publications P.O. Box 65001, Dar es Salaam, Tel Direct: +255 22 2152489 E-mail: drp@muhas.ac.tz
SUA Computer Centre Centre for Information Communication Technology (CICT) P.O. Box 3000, Chuo Kikuu, Morogoro. Tel. + 255 23 2640025 E-mail: dircc@suanet.ac.tz	Directorate of Continuing Education and Professional Development, P. O. Box 65001, Dar es Salaam. Email: dce@muhas.ac.tz, Tel : +255 022 2150302-6 Ext. 207, Direct Line: +255 22 2151117, Telefax: +255 022 2151117, Telegrams: UNIVMED
Principal College of Veterinary Medicine and Biomedical Sciences P. O. Box 3015 Chuo Kikuu Morogoro, Tanzania. Tel: +255 23 2604647, +255 260 3511- 4 Fax: +255 23 260 4647 E-mail:deanfvm@suanet.ac.tz	Directorate of Information and Communication Technology P. O. Box 65001, Dar es Salaam E-mail: dict@muhas.ac.tz Direct: +255 22 2152271 Telephone: +255 22 2150302-6, Ext. 1032.
University Health Centre P.O. Box 3027, Chuo Kikuu, Morogoro. Tel. + 255 23 2604682	Dean, School of Medicine P.O. Box 65001, Dar es Salaam E-mail: dfmed@muhas.ac.tz Direct: + 255 22 2151680, or 2150302-6 Ext. 278
Students Welfare and administration Department P.O Box 3033, Chuo Kikuu	Dean, School of Public Health and Social Sciences P. O. Box 65015, Dar es Salaam E-mail: diph@muhas.ac.tz Direct telephone: 2153371, Telephone:+255 22 2150302-6, Ext. 222
	Directorate of Library Services P. O. Box 65001, Dar es Salaam E-mail: hlib@muhas.ac.tz Telephone: +255 22 215032-6, Ext. 247 Direct: + 255 22 2152531.

3.0 GENERAL INFORMATION AND ADMINISTRATION

3.1 Students Access to Centre Office

The Centre's Secretariat Office is open to students for 40 hours a week Monday to Friday from 9:00 to 17:00.

3.2 Students Contact Hours

Student contact hours are stipulated in regulations and guidelines for higher degrees of the two registering universities. Please note that on some occasions you may be required to work out of office hours or during weekends. There are special procedures in place to enable you to do this. Please consult your supervisor for guidance.

3.3 Finance and Fees

Centre-supported students are normally paid according to the following:
- A basic stipend in accordance with Centre's standard rates and a cost-of living top-up bursary as per your offer award letter.
- Approved University fees paid directly to the University
- Funds for the student's research disbursed in accordance with the regulation of both the Centre and registering University regulations and will be performance based.

3.4 Period of Sponsorship

The Centre will support you for a maximum period of 24 months. The Centre will not support you for any extension of your study period.

3.5 Public Holidays

The SACIDS ACE Administration Office will remain closed during these days

Table 3:   List of Public Holidays

Date	Public Holidays
2nd September 2017	Eid el Hajj
14th October 2017	Nyerere Day
1st December 2017	Prophet's Birthday
9th December 2017	Independence Day and Republic Day
25th December 2017	Christmas Day
26th December 2017	Boxing Day
1st January 2018	New Year's Day
12th January 2018	Zanzibar Revolution Day
30th March 2018	Good Friday
2nd April 2018	Easter Monday
7th April 2018	Karume Day
26th April 2018	Union Day
1st May 2018	Labour Day
7th July 2018	Saba Saba
8th August 2018	Farmers Day

3.6 Absence

You, or an individual on your behalf, must telephone your primary and co-supervisor(s) to inform them of your incapacity to attend. This must be within 1 hour of your start time. If the absence is prolonged then you must keep in contact with your supervisors. If you become unwell at the university you must contact your primary supervisor for advice and guidance. It is highly recommended that you also consult the university guidelines regarding the student's absenteeism.

3.6.1 Medical Appointments

You must make a reasonable effort to arrange visits to a doctor, hospital, dentist, or optician outside normal contact hours. However, if you have an appointment during contact hours, time off will not be unreasonably denied. The process is as follows:

- At the earliest opportunity notify your supervisor of the date and time.
- Wherever possible the appointment should be early morning or late afternoon in order that time away is minimised.
- Your supervisor will log a record of appointments.
- If these become excessive then you will be expected to make up the time.
- If these appointments are not for medical reasons then you will be expected to make up the time.

Any queries should be directed to your supervisor, the Centre's Research and Training Officer and appropriate university office.

3.7 Maternity Leave

In the case of centre-funded studentships, the legal requirements in the countries of placement for our students and the regulations of the registering universities will prevail; we will maintain students on full stipend during maternity leave for 3 months and adjust the studentship accordingly. In order to be considered for maternity leave the student must, at the latest by the end of the 15th week before the expected week of childbirth, give her supervisor and Centre Training Coordinator:
- Written notification of the fact she is pregnant
- A certificate from a medical practitioner or registered midwife stating the expected week of confinement
- Notice of the date on which she intends to commence maternity leave

3.8 Performance Review

This is a two-year MPhil programme structured with Centre and university review systems to track student performance and ensure timely delivery of high quality outputs. The Centre reviews performance of students through SACIDS MPhil Logbook that continuously monitors day-to-day research and academic activities and through quarterly reports that are submitted to Research and Training Officer through the primary supervisor throughout the studentship. In addition, at the end of first year the Centre will organise an annual assessment that will involve two external assessors (not involved in supervision of the MPhil) and a primary / co-supervisor who act as observers and will have no decision on the assessment process. Students will be expected to prepare an appraisal report of 2500 words and make an oral presentation of preliminary/initial results and challenges. During the final year, Centre review is aimed at preparing the student for his/her MPhil defence. The students will prepare a presentation of their complete results, which will include manuscripts or

publications, and submit an MPhil thesis within 18 months for appraisal before submitting to the registering university. For details and timelines of these assessments please consult the Centre's Code of Practice and the MPhil Logbook.

For its part, registering university reviews student's progress every six months by assessing reports submitted to the office of postgraduate studies, through the hosting department, using appropriate university reporting forms. In addition, the registering university will make arrangements for the defence of thesis and award the MPhil degree.

It is expected that students will fulfil both the requirements of the Centre and those of the registering university.

3.9 Extension of Studies

The Centre is not prepared to consider applications to extend studentships beyond the original period   of financial support.   However, in exceptional circumstances where a student's progress has been delayed for reasons outside of their control, for example long-term illness, the registering university guided by the existing regulations at no cost to the Centre will give sympathetic consideration.

3.10 Suspension of Studies

Studentships are to be held without a break and the Centre will only consider an interruption to a studentship in exceptional circumstances. This may be due to persistent health problems, problems associated with the student's dependants, or for reasons of maternity. The Centre will normally only be prepared to consider the interruption of award provided that the request is made in advance. The student will need to provide written support, certifying that this interruption will not delay the submission of the final thesis by more than the length of the interruption. The Centre and registering university must both agree to the interruption.

3.11 Accommodation

The Centre will provide accommodation fees as stipulated in the registering university fee structure. The details of the accommodation and associated facilities, the rules on occupation and current charges are available from the registering universities.

3.12 Health Insurance

The Centre will cover the cost associated with the health insurance as stipulated in the registering university regulations and guidelines.

3.13 Behaviour

All MPhil students at the Centre will be expected to conduct themselves in an acceptable manner whilst at the Centre/University and whilst representing the Centre at external functions. This code of conduct covers the following:

- **Unauthorised absence** – students must not absent themselves from attendance

without prior authorisation.

- **Conduct disturbing to others** – a student is expected to behave with consideration for their colleagues and visitors and to maintain dignity whilst on the university premises.
- **Offences against safety regulations** – Students have a general duty of care towards themselves and their colleagues. They must conduct themselves and their studies to ensure that there is no risk to the safety or health of any person.
- **Theft or unauthorised borrowing of Centre funds and/or property** – Centre property, including tools and equipment, must not be moved from the Centre without authority. Similarly, Centre funds must not be obtained for personal use without prior authorisation.
- **Discrimination and harassment** – Students must not discriminate against any fellow colleagues, potential colleague or any person encountered during the period of study. Harassment on any grounds is a form of unacceptable discrimination. This is defined as inappropriate words, actions or images, which, intentionally or not, create or give rise to an intimidating, hostile or offensive work environment for one or more colleagues. This includes aggressive and bullying behaviour and the use of images downloaded and/or transmitted via the internet and/or e-mail systems, which have a similar effect of creating a hostile or offensive work environment.
- **Drunkenness or the misuse of drugs** – Students must not be under the influence of alcohol or drugs (except those prescribed by a medical practitioner) whilst on campus.
- **Threatening or abusive behaviour** – Students must not use threatening or abusive language or behaviour to other members of the public, whilst off or on campus.
- **Damage to Centre property**- Students must not wilfully damage Centre property.

Any breaches in acceptable or appropriate behaviour will be dealt with according to the Centre Code of Conduct; the registering university will be involved where the conduct relates to an academic issue.

3.14   Student Representation

The Academic Committee includes student members whose presence helps ensure that the students' perspective is considered. The Academic Committee includes a selection of scientists from registering universities and partners institutions. This is a good forum to raise concerns and suggestions, not only on academic matters but also on other aspects of Centre policy, which the Committee may be able to influence indirectly.

If you have suggestions or comments that you would like to put forward, please address the student representatives or a staff member on the Academic Committee. Election of student representatives is by the student body and they will usually serve a term of two years although this can be flexible.

3.15 Plagiarism

Plagiarism can be defined as presenting someone else's work, whether intentionally or unintentionally, as your own. Another person's work can include, but is not limited to, words, images, diagrams, formulae, ideas, judgements, discoveries and results. Plagiarism is considered as a serious offence and can lead to a student having his/her award revoked. Please speak to your supervisor if you have any queries. Your university will also be able to

advise (and possibly offer training) on plagiarism as well as information regarding their regulations governing this topic.

3.16 Support and Complaints

It is hoped that you will feel able to turn to your supervisors for advice and support on most matters. In addition, the Head of your Academic Department acts as an independent senior tutor for all students, providing support and advice on academic issues. Views of general concern may be expressed to the Academic Committee through the local student representatives. If you wish to make a complaint or raise a grievance, this can be done according to the Centre's Code of Practice.

4.0 CONDUCT OF RESEARCH

Your research will commence upon obtaining ethical clearance and permission from the registering university and the relevant national authorities. You will conduct research under a primary supervisor appointed by the registering university as per its guidelines. Most of your research will be conducted in Tanzania. Non-Tanzanian students may be allowed by the Centre to conduct part of their research in their home countries upon recommendation by the primary supervisor.

4.1 Student placement for Industrial Experience

Industry placements are structured programmes that provide students with the opportunity to gain all-important work experience and employability skills before graduating.

Depending on your specialty's relatedness to industry, and based on recommendations of your supervisory team, you will be placed in an industry to undertake a particular project related to your research project. At the end of your placement you will be expected to write a report and give a presentation, which will be assessed by the placement industry, using a tool developed by the Centre.

4.2 Student One Health Placement across Sectors

Understanding One Health requires that professionals from across different disciplines and sectors have an understanding and appreciation of the links among human, animal, and ecosystem health, and the importance of and commitment to working together to address health challenges.

To accomplish this, you will be placed, based on the recommendations of your supervisory team, in institution(s) that will provide you with exposure to complementary sectors, for a better understanding and practice of One Health. At the end of your placement you will be expected to write a report and give a presentation, which will be assessed by the placement institution, using a tool developed by the Centre.

4.3 Research Conducted Outside Tanzania

Depending on the research topic, students will, on a case-by-case basis and on the recommendation of the supervisory team, have an opportunity for secondment to regional or international Centres of research and training excellence for highly specialised training, unique techniques and / or data handling/modelling.

5.0 ROLES AND RESPONSIBILITIES

5.1 The Roles and Responsibilities of the Supervisor

- To supervise the research project with a view to its timely completion.
- To work with the SACIDS Secretariat Research and Training Unit to ensure that the student registers with an appropriate University.
- To be familiar with university's regulations and to work with the SACIDS Secretariat Research and Training Unit, the student's external supervisor and industrial partners (if appropriate) to ensure that quality assurance, monitoring and training requirements are met in full.
- To have formal face-to-face meetings with the student (at least monthly in the early days), to keep written record of all such meetings and to make these notes available to the Academic Committee when requested on an annual basis for quality assurance purposes. Where students are based away from their registering University, supervisors are required to conduct telephone or Skype meetings.
- To report formally at the prescribed times on the student's progress, and to arrange examinations as required by the Centre and the registering university.
- To advise the student on literature and sources, give guidance on experimental and research techniques, and arrange for formal instruction on research training.
- To advise the student on issues of scientific integrity and to ensure awareness of, and compliance with, the quality/training policies of the Centre and registering university.
- To ensure that the thesis, and the data it contains, are the student's own work.
- To ensure that throughout the period of study the student knows whether their research progress is considered to be satisfactory. Where progress is not satisfactory the supervisors must advise the student where the problem lies and offer constructive help and guidance to remedy the situation.
- To ensure, as far as is within their control, that the student's work is not impeded through inadequacies of equipment or resources or through flaws in the research plan.
- To request written work as appropriate and return such work in reasonable time (3 weeks) with constructive criticism.
- To encourage student participation at seminars and scientific meetings, as appropriate, and to arrange for the student to talk about his/her work at group meetings and other seminars as required by the Centre and the registering University.
- To give advice on completion dates of successive stages of the work so that the thesis may be submitted within the scheduled time.
- When absent for an extended period, to delegate formally the supervision to an appropriate member of staff and to inform the SACIDS Secretariat Research and Training Unit of this change.
- To advise the student of the value of intellectual property, their role in protecting it and the necessity to keep accurate records.
- To take the initiative in updating their own knowledge and skills to ensure they are fully equipped to supervise students.

The Centre's Academic Committee will consider failures in good supervisory practice and

report them to the relevant authorities of the registering university for further action as per its existing guidelines.

5.2 The Roles and Responsibilities of the Student

- To undertake and write up a programme of research that is of sufficient merit and originality to be considered for a MPhil degree.
- To develop a broad base of knowledge in the respective scientific field.
- To be familiar with and comply with the Centre's and registering University's regulations and policies affecting them including the regulations for their qualification, health and safety, Biosecurity and quarantine, intellectual property and ethical research guidelines.
- To be familiar with and comply with their university's requirements, rules and regulations and to consult their supervisor in advance of all progress reports and examinations.
- To have formal meetings with the supervisors (at least monthly in the early days), to prepare adequately for these meetings and to keep a full written record of all such meetings.
- To develop and agree a plan of work with their supervisors, and to set and keep to timetables and deadlines, including planning and submitting written work as and when required and generally maintaining satisfactory progress with the programme of work.
- To continually review the programme of work and to revise as necessary with the approval of the supervisor.
- To respond appropriately to advice given by their supervisors and by other members of the supervisory team.
- To take the initiative in raising problems or difficulties with their supervisors, however elementary they may seem.
- To prepare periodic reports (quarterly and annual) and others as may be required by Centre management
- To publish results in reputable scientific journals
- To be aware of and comply with the quality/training policies of the group, the Centre and the registering university.
- To arrive punctually for training so as not to delay the start and disrupt the learning for others.
- To maintain confidentiality. Students working in a research laboratory will often have access to findings of their colleagues before these are published. Students are expected not to disclose any of this privileged information without permission from the supervisors.
- To take responsibility for their own personal and professional development.
- To prepare, submit and defend their thesis within the required period and in accordance with regulations of the registering university and requirement of Centre.

Failures relating to any of the above responsibilities will be considered by the Centre's Academic Committee. Where these are deemed to be serious, recommendations will be made to the Chair of the Academic Committee detailing either sanctions or formal disciplinary

measures against the individual concerned, depending on the severity of the offence. Sanctions could include either termination of the sponsorship or compulsory attendance at formal training sessions relevant to the failed section.

5.3 The Roles and Responsibilities of your Supervisory Team

You will have one primary supervisor from the registering university and a co-supervisor from the same university or a partner institution as part of a supervisory team. The Primary Supervisor takes overall responsibility for the studentship but supervision is a team effort between the Primary Supervisor and the Co-Supervisor.

The Centre's Academic Committee will identify an internal assessor to your supervisory team within the first few months of starting your studies. This will be someone with the relevant experience to understand your project but who is outside of your direct research group. The role of the Internal Assessor is two-fold; they act as an independent advisor to you and your supervisor as required and they are involved in the end of year assessments as stipulated in the Centre's Code of Practice and MPhil Handbook.

6.0 MONITORING AND ASSESSMENT

6.1 Monitoring and Assessment

Your registering university is the degree awarding body and as such, their regulations for monitoring progress and other assessments must be strictly adhered to. Although universities differ in their requirements and processes, this is not to say that any one is better than another because the Tanzania Commission for Universities governs the quality of all universities. It does however mean that each student and his/her supervisors must familiarise themselves with the specific processes and requirements of their registering university. Failure to comply may result in a student being asked to withdraw from the studentship.

Most university systems are very thorough, but some have a lighter touch in certain areas. As such the Centre also has its own guidelines for monitoring student progress (see timeline below), which must be implemented if not already met by the university processes.

The SACIDS Secretariat Research and Training Unit have compiled the requirements from both the Centre and the registering universities to ensure that students are fulfilling the requirements available at www.sacids.org. Students will be issued with a timeline specific to their university but it is the student's responsibility to check that this is up to date when they receive their university registration information.

6.2 Student Logbook

This logbook has been prepared to assist you throughout your MPhil degree programme. It provides a framework for recording details related to your research programme, scheduled supervisory meetings and activities associated with skills development. The logbook will also help you to assess your progress and to plan and chart evidence of the development of the academic and discipline specific skills and key skills you will need to become an effective researcher.

6.3 Period of Study

The period for registration of a full-time MPhil student is 2 years. **The maximum tenure for MPhil by Research and Publications shall be six semesters.**

Table 4:   Timeline of Centre Specific Monitoring Milestones

The table below is intended for MPhil supervisors, members of Communities of Practice (COPs), students and other stakeholders in the programme. It describes the key requirements that students have to fulfil with approximate timescales.

Timescale	Student action		Supervisor action	Others involved
Before start of ACE MPhil programme	Selected for the ACE programme, thematic area agreed and supervisor allocated			
Month 1	**SS1**	• Initial discussion about concept (Preliminary research concept) • Agree core training courses to attend and enter in training plan in Student Log • Notes of meeting in Student Log	Initiate meeting	
Month 1	Attend student induction programme		Some supervisors will help deliver the induction programme	ACE induction team
Month 1 at induction	• Carry out learning needs analysis for transferable skills • Make additions to training plan		Discuss training plan at next quarterly meeting/provide encouragement for student to attend training	Induction team
By end of month 1	Submit concept note (preliminary research proposal)		Help student to develop concept note	To be reviewed and approved by registering university
Month 3	**SS2**	• Attend supervision meeting • Prepare progress report using ACE template in Student Log • Send progress report to ACE Training and Research Officer via the	• Hold formal supervision meeting • Discuss progress report	CoP members

Timescale	Student action		Supervisor action	Others involved
		primary supervisor		
October – December	*Attend core courses: Biostatistics, Research Methodology, Bioethics, Epidemiology		Encourage/facilitate student to attend training	ACE Research and Training Officer, host departments*
Within first 6 months	• Conduct literature review and draft research proposal (including plan and budget) • Submit proposal to primary supervisor for sharing within the CoP		Advise on literature review, read and comment on draft research proposal	CoP members
Month 6 and every 6 months	Submit progress report to university using form provided for this purpose		Provide guidance	
Month 6	SS3	• Prepare progress report for ACE and discuss with supervisor • Send quarterly report to Centre Research and Training Officer through primary supervisor • Identify specific training needs in relation to the research project and make additions to the training plan	• Hold formal supervision meeting • Discuss student's progress report to ACE • Help student to identify specific training needs related to the research project	Research and Training Officer, CoP members
Month 7	Submit full research proposal for approval by university Postgraduate committee		Intensive support to ensure student develops robust proposal	Research and Training Officer, CoP members
Month 7-8	Finalise full registration at university once research proposal has been approved			Postgraduate Director signs off
Ongoing	• Implement research project • Attend specialist training		Intensive guidance from supervisor	Other members of the supervisory team, Research and Training Officer, Finance Officer, Procurement Officer

Timescale	Student action		Supervisor action	Others involved
Month 9	**SS4**		Review progress, provide guidance	Research and Training Officer, CoP members
	Meet supervisor, discuss progress and send quarterly report to Centre Research and Training Officer through the primary supervisor			
Month 8-9	Seminar presentation on research progress		• Attend seminar. • Give verbal feedback on presentation skills.	
Month 11-12	**SS5**	Participate in annual appraisal process, submit: • Peer reviewed review paper arising from literature review • Quarterly progress report against research plan • Update on training plan Attend appraisal meeting	• Hold formal supervision meeting. • Review the student's submissions and offer advice. • Attend the appraisal meeting	2 external assessors
Month 12	Submit progress report to university using form provided for this purpose			
YEAR 2				
Month 15	**SS6**	• Attend meeting with supervisor and discuss research progress (including preparation of manuscripts) and prepare quarterly report to ACE and submit report to Centre Research and Training Officer through your primary supervisor	Hold formal meeting with student to review progress, advice and support	CoP members
By Month 18	Pre-submission to ACE: presentation of complete results and manuscripts for publication (1 submitted, 1 in preparation)		Intensive support	Hosting tment and members of the isory team, rch and ng Officer, CoP ers
By Month 18 - 19	Submission of dissertation to university		Facilitate submission	Head of department, Dean/Principal and Director of postgraduate studies
By Month 21 - 22	Viva Voce		Liaise with university management	Head of department, Dean/Principa

Timescale	Student action	Supervisor action	Others involved
			l and Director of postgraduate studies
By Month 24	MPhil Award		Registering university

*For MUHAS registered students

- Depending on the candidates research area and supervisors recommendations a student can be placed, during training period, to be placed to an institution/industry relevant to speciality
- The university progress report forms will be obtained from the respective directorate of postgraduate studies
- Students are expected to attend journal clubs, seminars and conferences on an ongoing basis and keep records in the logbook.

6.4 Journal Clubs and Student Club

It is mandatory for you to attend Journal Clubs as scheduled. Journal Club is a regular meeting of all students, the aims of which are to provide participants the opportunity to expand their knowledge in wider scientific fields, to foster the exchange of knowledge between them, and to encourage the development of critical thinking and presentation skills.

6.5 Thesis

The MPhil degree examination requires the submission of a thesis by the student, embodying the results of his/her research. A thesis submitted for the award of MPhil should be of international standard, and should contain new observations of scientific value relevant to the field of speciality.

The MPhil thesis itself must be prepared in accordance with the instructions of the registering university. An electronic copy of the completed thesis must also be deposited with the University's library and SACIDS Secretariat.

7.0   Induction Week

The induction programme is a mandatory requirement that all new MPhil students should attend.

Please be aware that your registering university may also have an induction week and although there may be some overlap it is important that you try to attend both. If you have any queries about either the Centre or university induction, please seek advice from the SACIDS Secretariat Research and Training Unit.

Table 5:   MPhil STUDENT INDUCTION TIMETABLE
17th to 19th October 2017

DAY 1: Understanding the MPhil programme		
Time	Activity	Responsible
A day before the induction day; Introduction social event with an activity		
08:30 - 09:00	Welcome & introduction to induction programme	Prof. Gerald Misinzo
09:00 - 10:00	Introduction to One Health and to the SACIDS - ACE programme	Prof. Mark Rweyemamu
10:00 - 10:30	Health break	All
10:30 - 11:30	Overview of structure of MPhil programme	Prof. Gerald Misinzo
11:30 - 01:00	The MPhil programme Framework step by step	Dr. Filomena Namuba
01:00 - 02:00	Health break	All
02:00 - 03:00	Resources and support available	Secretariat
03:00 - 04:00		
04:00 - 04:30	Health break	All
04:30 - 05:30		
DAY 2: Successful participation in the MPhil Programme		
Time	Activity	Responsible
08:30 - 10:30	Introduction to logbook	Ms. Secky Nyakunga
10:30 - 11:00	Health break	All
11:00 - 01:00	Learning needs analysis 1. briefing on LNA 2. Individuals complete LNA 3. Work in pairs to refine LNA	Ms. Theresa Mellon
01:00 - 02:00	Health break	All
02:00 - 04:00	The relationship between SACIDS ACE and Participating universities	Prof. Gerald Misinzo, Prof. Eligius Lyamuya, Prof. Andrea Pembe, Prof. Peter Gillah, Prof. Esron Karimuribo
04:00 - 04:30	Health break	All
04:30 - 05:30	Meet the supervisors	All supervisors
Before Dinner TBC	One to one meetings with SACIDS ACE team members to finalise LNA	SACIDS ACE Team
DAY 3: Developing your career as a researcher		
Time	Activity	Responsible
08:30 - 09:30	Introduction to leadership	Dr. Kenneth Bengesi/Ms. Theresa Mellon
09:30 - 10:30	Taking responsibility for your own development	Dr. Kenneth Bengesi/Ms. Theresa Mellon
10:30 - 11:00	Health break	All
11:00 - 12:00	Time management and personal organisation	Dr. Kenneth Bengesi/Ms. Theresa Mellon

12:00 - 01:00	Creating a peer support network: relationship with supervisor and building a peer support community	Dr. Kenneth Bengesi/Ms. Theresa Mellon
01:00 - 02:00	Health break	All
02:00 - 04:00	Parallel Sessions	
04:00 - 04:30	Health break	All
04:30 - 05:30	General discussions and closing	All Facilitators

7.1 Records of Training

You must keep a written record of all training courses and events attended, as well as seminars and journal club meetings in the student's logbook . This record is an important part of the annual assessment/appraisal process, assuring the Centre and the university that you are receiving the necessary training.

8.0 LABORATORY BASED RESEARCH FACILITIES AND EQUIPMENT

The following facilities at SUA and MUHAS will be available to support your research. Student access to these facilities will be subject to prevailing Standard Operating Procedures (SOPs), Quality Management, Biosafety and other relevant requirements of SUA/MUHAS and the Centre.

8.1 Pathogen Molecular Biology Research Laboratory – SUA.

Class II biological safety cabinets; a 7500 Applied Biosystems Fast real time PCR systems, a Gene Amp 9700 and 3 Veriti ABI for conventional PCR, Field Laboratory System (Enigma Diagnostics) for fully automated combined nucleic acid extraction and real-time PCR, A 3500 Applied Biosystems Genetic Analyser for automated dideoxy cycle sequencing of PCR products, Conventional and a nanodrop spectrophotometers for determining quality and quantity of DNA, Gel documentation system for visualization of electrophoresed PCR products, Ultralow freezers (-80 °C), freezers (-20 °C), refrigerators (+4 °C) for storage of reagents and cryopreservation of samples, ELISA washer and reader for serology, An IsoArk BSL-3 laboratory unit.

8.2 Genome Science Centre (GSC) laboratory

This laboratory equipped with basic molecular biology equipment for DNA studies (PCR and gel documentation), ELISA reader machines for antigen and antibody detection and Western blotting equipment for the analysis of protein expression, Gene scanner for the differential analysis of microarray gene expression and basic laboratory equipment like ice making machine, Centrifuges, Heater blocks, +4, -20, -40 fridge/freezers, and A 30 KVA diesel back up power generator

8.3 Pathogen Molecular Biology Training Laboratories

This laboratory at SUA is equipped with class II biological safety cabinet for biosafety, a Takara Thermocycler for conventional PCR, Centrifuges, electrophoresis machines for agarose gel electrophoresis, BioRad gel documentation system for visualization and imaging

of electrophoresed PCR products, freezers (-20 °C), refrigerators (+4 °C) and liquid nitrogen containers for storage of reagents and cryopreservation of samples.

8.4 Conventional Virology Laboratory for vaccine development, and diagnostic testing – SUA

A modern cell culture based biosafety level 2-research laboratory equipped with biological safety cabinet 2, two fluorescence microscopes, two CO2 incubators, and ultralow freezers.

A unique biosafety level 2 animal house, capable of testing vaccines on goats, sheep, cattle or other mid-sized animals to perform inoculations and take and 却analyse samples under conditions following Good Laboratory Practices, for use in future research efforts and industrial product development projects.

8.5 Video conference facility – SUA

The facility fitted with Cisco Tandberg c40 x 12 ZOOM; including Natural Presenter package, multisite software, Premium resolution and Dual display, which can be accessible for video conferences when need arises.

8.6 Community radio: Deluxe Radio Station- SUA

With 600 watt Site; link and 150-watt repeater site, including D&tR Airmate Broadcasting console (8 Mic 8 Sterio Line 2 Hybrids), 12 Channel Production Mixing Console, BW TX600 Watt FM Transmitter V2 with built-in audio processor; BW TX150 Watt FM Transmitter.

8.7 Microbiology Laboratory (MUHAS)

Equipped with diagnostic and research microbiology laboratories (bacteriology, immunology, virology) with the following equipment: UV spectrometer, pH meters, Analytical Balances, Inhibition zones reader, centrifuge, incubators, Autoclaves, hot air ovens, electrophoresis tools, PCR machine, laminar flow cabinets, fridge, freezers and binocular microscopes, FACSCount; FACSCalibur, FACSCanto, ELISpot Reader Cell harvester, Microbeta counter, liquid nitrogen plant, Bactec 960 MGIT and Blood culture machine.

8.8 Molecular Biology research laboratory (MUHAS)

Equipped with two biosafety cabinets, centrifuges, freezers, dark room and modern lab imaging equipment, PCR machines.

9.0 PUBLICATIONS

All MPhil students are strongly encouraged to give presentations of their findings for peer discussion at international conferences and to publish them in journals with the highest possible impact factors, so as to ensure that the material is rigorously reviewed. Publications will be in Open access journals as advocated by many reputable publishing houses and major science funding agencies. The thesis for MPhil by Research and Publications shall consist of a minimum of four original research articles. Manuscripts will be reviewed by a Centre's Publication Committee to ensure quality, relevance and avoidance of submission to low quality predatory, so-called open access journals (Beall's List).

NB: For students registered at MUHAS, at least one article must have been published/accepted and another one submitted for publication in internationally recognized peer reviewed journal(s). The candidate must be the first author in both articles.

Table 7: Centre Key Staff

Type of Academic Staff/Experts (existing, visiting, new, industry	Area of Expertise	Key Role
Gerald Misinzo (PhD, Existing), SUA	Molecular Biology, Virology	Centre Leader, workshops, teaching and research, research collaborations, graduate training, mentoring PhD
Mark Rweyemamu (PhD, Visiting), SUA	Virology, One Health,	Deputy Centre Leader, research collaboration, advisory, Mentoring MPhil students/ Postdocs, Brings wealth of international experience to the program; grant writing
Mecky Matee (PhD, Existing), MUHAS	Microbiology, Immunology	Second Deputy Centre Leader, Workshops, teaching and research, research collaboration, mentoring MPhil students/ Postdocs
Paul Gwakisa (PhD, Existing), SUA	Immunology, Animal Biotechnology	Workshops, teaching and research, research collaboration, mentoring MPhil students/
Philemon Wambura (PhD, Existing), SUA	Microbiology	Workshops, teaching and research, research collaborations, mentoring MPhil students
Eliangiringa Kaale, PhD, Existing, MUHAS	Pharmacy and Quality Assurance	Training and research supervision, Quality Assurance & Quality Control. Link with Industry and TFDA
Christopher Kasanga (PhD, Existing), SUA	Molecular Biology, Virology	Teaching and research, research collaborations, graduate training
Esron Karimuribo MPhil(Existing), SUA	Epidemiology, Ecohealth, Disease surveillance, modelling	Workshops, teaching and research, research collaborations, supervision MPhil students, Innovations for ICT driven disease detection and surveillance
Leonard Mboera (PhD, Existing), NIMR	Emerging and vector-borne disease, Ecohealth, Disease Surveillance	Information and Communications technology, research collaboration, workshops, Speaking engagements
Sharadhuli Kimera (PhD, Existing), SUA	Epidemiology, Public health	Workshops, research collaboration, supervision MPhil students
Eric Beda Mutagaywa MPhil, Contractual SUA		ICT-in-learning; mobile and digital technologies for disease surveillance
Stephen Mshana (MPhil Visiting), CUHAS	Anti-microbial resistance	Guest lectures and collaborative research and training
Rudovick Kazwala (PhD, Existing), SUA	Zoonosis, Public health, One Health	Workshops, research collaboration, advisory, mentoring MPhil students/ Postdocs
Robinson Mdegela (PhD, Existing), SUA	Zoonosis, Public health, One Health	Workshops, teaching, research collaboration, mentoring MPhil students
Helen Ngowi MPhil Existing), SUA	Parasitic Zoonoses, Cycsticercosis	Workshops, research collaboration, supervision MPhil students
Ayoub Kassuku MPhil(Existing, SUA)	Parasitic Zoonoses, Cycsticercosis	Workshops, research collaboration, supervision MPhil students
Billy Ngasala MPhil(Existing), MUHAS	Parasitic Zoonoses, Cycsticercosis	Workshops, research collaboration, supervision MPhil students

Kenneth Bengesi (PhD, Existing), SUA	Strategic Entrepreneurship, Economics and Management Sciences	Workshops, research collaboration, teaching and research, graduate training; developing and teaching Research Leadership and Management
Carolyne Nombo (PhD, Existing), SUA	Sociology	Teaching including Gender and development, public policy and food security; developing and teaching Research Leadership and Management
Calvin Sindato (PhD)	Epidemiological Modelling and Disease surveillance	
Peter Mangesho (PhD)	One Health Socio-	
Majigo Mtebe (MMED, Existing), MUHAS	Microbiology, Immunology	Teaching and research, graduate training, research collaborations
Bruno Sunguya (PhD, Existing), MUHAS	Public Health	Teaching and research, graduate training, research collaborations