

# THE OPEN UNIVERSITY OF TANZANIA

## DIRECTORATE OF POSTGRADUATE STUDIES

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28<sup>th</sup> June, 2019.

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From: Directorate of Postgraduate Studies

To: All PhD and Master's by Thesis students

**Re: Orientation for PhD and Masters by Thesis students from 21<sup>st</sup> to 23<sup>rd</sup> June 2019 in Dar es Salaam and from 28<sup>th</sup> to 30<sup>th</sup> June 2019 in Mwanza, Mbeya, Arusha, Dodoma, Iringa and Zanzibar Coordination Center**

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Kindly be informed that the Directorate of Postgraduate Studies (DPGS) is expecting to conduct 3 days orientation for all PhD and Masters by Thesis students (new and continuing students) at 6 above mentioned regional and coordinating centers from 21<sup>st</sup> to 23<sup>rd</sup> of June 2019 and from 28<sup>th</sup> to 30<sup>th</sup> June, 2019.

The training is designed to provide key information related to university operations, directorates, faculties and units to all PhD students and Masters by Thesis students. Furthermore, students will be able to learn more regarding the availability of university resources (academic journals, turn it in, online Moodle materials and student supporting services). Additionally, students will be able to learn the University guidelines and prerequisites for postgraduate studies. The sessions entail to help postgraduate students to gain key soft skills as well as to develop an understanding of various data analysis techniques. The activity plan for the event is indicated in Table 1.

**Table 1: Orientation Time Table**

DAY ONE		Responsible Person
DAY ONE: WELCOME, ORIENTATION & INFORMATION LITERACY		Responsible Person
08.00 – 08.10	<b>Arrival &amp; Registration</b>  Students will receive a package containing a new postgraduate programmes, and a list of the events of the day. The package will contain a variety of other information to help new doctoral students acclimate to the Open University of Tanzania.	All
08.11 – 08.30	Introductions & Preliminaries	All participants

08.31 – 09.00	Welcome Speech	Various OUT officials														
09.01 – 10.00	<p>Orientation on studying at OUT and responsibilities of the postgraduate students. Enlightening them about:</p> <p>University Guidelines:</p> <ul style="list-style-type: none"> <li>✓ Timely paying of all required fees</li> <li>✓ Filling progress report forms regularly (every 6months)</li> <li>✓ Proposal presentations and defense procedure</li> <li>✓ Familiarizing themselves with guidelines for dissertation writing</li> <li>✓ Guideline for dissertation submission and examinations</li> <li>✓ Plagiarism checker for postgraduate dissertation and thesis</li> <li>✓ Final dissertation formatting and binding process</li> <li>✓ Requirements to graduate: (i) Units covered (ii) Publication</li> <li>✓ access to SARIS account in the course and examination registration and access to examination results</li> </ul>															
10.31-11.00	<b>Tea break</b>	<b>All</b>														
11.00-13:00	<b>Introduction to Soft Skills Enhancement Training Programme for Postgraduate Students</b>	<b>DRPI and IEMT</b>														
	<ul style="list-style-type: none"> <li>○ Course overview</li> <li>○ Accessing the course online</li> <li>○ Accessing the course through face to face sessions</li> <li>○ Registration and pass word</li> </ul> <p>This course is accessed at:  <a href="https://elms.out.ac.tz/course/index.php?categoryid=256">https://elms.out.ac.tz/course/index.php?categoryid=256</a></p> <p>-Password are provide for those who apply and register</p> <p>Some of the course are:</p> <table border="1"> <thead> <tr> <th>SN</th> <th>Course</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Critical Literature Review</td> </tr> <tr> <td>2</td> <td>Research Proposal Writing Skills</td> </tr> <tr> <td>3</td> <td>Academic Research Writing Skills</td> </tr> <tr> <td>4</td> <td>Research Design and Sampling methods</td> </tr> <tr> <td>5</td> <td>Qualitative Research Methods</td> </tr> <tr> <td>6</td> <td>Quantitative Research Methods</td> </tr> </tbody> </table>	SN	Course	1	Critical Literature Review	2	Research Proposal Writing Skills	3	Academic Research Writing Skills	4	Research Design and Sampling methods	5	Qualitative Research Methods	6	Quantitative Research Methods	Responsible Person
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1	Critical Literature Review															
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13:00-14:00	<b>Lunch break</b>	<b>All</b>														
14:00-15:00	<b>Accessing Soft Skills Course on OUT e-learning platform</b>	<b>IEMT</b>														
14:00-15:00	<p>Accessing Soft Skills Course on OUT e-learning platform</p> <ul style="list-style-type: none"> <li>✓ Introduction to OUT LMS</li> <li>✓ An overview of OUT LMS</li> <li>✓ Registering or accessing <b>soft skills course (OSD)</b> <ul style="list-style-type: none"> <li>✓ Edit user profile</li> <li>✓ Password recovery and change</li> <li>✓ User profile picture</li> <li>✓ OUT LMS- Site Files Management</li> </ul> </li> </ul>															

	<ul style="list-style-type: none"> <li>- How to access files of course materials in Moodle platform</li> <li>- Familiarizing with different blocks and their behavior</li> <li>✓ (hide, move, minimize and maximize modes)</li> <li>✓ OUT LMS (Moodle) Activities</li> <li>✓ Activities on Administration block in Moodle platform</li> <li>✓ Calendar block for viewing events of the courses</li> <li>✓ Engaging in different activities available in Moodle</li> </ul> <p>Collaborative tools in Moodle</p>	
<b>15:00-16:00</b>	<b>Activities and Discussion</b>	<b>All</b>
<b>DAY TWO: INFORMATION LITERACY AND INFORMATION SOURCES</b>		
<b>8:30 – 10.00</b>	<b>Library information literacy skills</b> <ul style="list-style-type: none"> <li>✓ Library Services</li> <li>✓ Library services overview</li> <li>✓ How to access OUT Library Information System</li> <li>✓ How to access OUT library resources</li> <li>✓ Overview of digital libraries <ul style="list-style-type: none"> <li>○ Open libraries online</li> <li>○ Google scholars</li> </ul> </li> <li>✓ Development of personalized digital library using: Zotero and Mendeley</li> </ul>	<b>IEMT</b>
<b>10.00 – 10.30</b>	<b>Tea break</b>	<b>All</b>
<b>10.30 – 12.00</b>	<b>Acknowledging sources</b> <ul style="list-style-type: none"> <li>✓ Reasons for acknowledging sources</li> <li>✓ Referencing styles in academic writings: the Harvard Style, Vancouver style etc.</li> <li>✓ In text citation according to APA</li> <li>✓ Reference listing according to APA</li> </ul> <p>Reference styles add ins and software</p>	<b>DPGS/IEMT</b>
<b>12.0 – 13.00</b>	<b>Activities and discussions</b>	
<b>13.00 – 14.00</b>	<b>Lunch</b>	
<b>14.00-15.00</b>	<b>Introduction to Turn it in plagiarism testing software</b> <ul style="list-style-type: none"> <li>✓ Submitting dissertation/theses to turnitin</li> <li>✓ Checking for plagiarisms</li> </ul>	<b>IEMT/DPGS</b>
<b>15.00 – 16.00</b>	<b>Activities and discussions</b>	<b>All</b>
<b>DAY THREE: WRITING YOUR THESIS/DISSERTATION USING MICROSOFT WORD</b>		
<b>9.00 -10.30</b>	Useful skills to postgraduate students <ul style="list-style-type: none"> <li>✓ Online saving of document <ul style="list-style-type: none"> <li>○ Google hangout</li> </ul> </li> </ul>	<b>DPGS</b>

	<ul style="list-style-type: none"> <li>○ Use of Dropbox</li> <li>○ Google Drive</li> <li>○ Google document</li> <li>✓ Inserting and editing the table of contents</li> <li>✓ Layout: Styles (numbering, headings, etc.), Page Layout (applying page break, orientation, etc.)</li> <li>✓ Document editing: Proofing, managing review comments and track changes</li> <li>✓ Inserting contents, charts and table</li> <li>✓ Inserting Arabic and Roman page numbers</li> <li>✓ Formatting the contents</li> <li>✓ Spelling and grammar checkers</li> </ul>	
<b>10.30 -11.00</b>	<b>Tea break</b>	
<b>11.00-13.00</b>	<b>HOW TO CREATE AND DESIGN PROFESSIONAL POWERPOINT PRESENTATION</b>	
<b>11.00-13.00</b>	<ul style="list-style-type: none"> <li>✓ PowerPoint tips</li> <li>✓ PowerPoint Style</li> <li>✓ Create Custom slide sizes</li> <li>✓ Edit your PowerPoint template design</li> </ul>	<b>IEMT/DPGS</b>
<b>13.00-14.00</b>	<b>Lunch break</b>	<b>IEMT/DPGS</b>
<b>14.0 -15.00</b>	Activities and discussions	<b>IEMT</b>
<b>15.00-15.30</b>	Concluding remarks	<b>IEMT</b>