

**THE OPEN UNIVERSITY OF TANZANIA**  
**DIRECTORATE OF POSTGRADUATE STUDIES**

P.O. Box 23409 Fax: 255-22-2668759  
Dar es Salaam, Tanzania,  
<http://www.out.ac.tz>



Tel: 255-22-2666752/2668445 ext.100  
Fax: 255-22-2668759,  
E-mail: [drpc@out.ac.tz](mailto:drpc@out.ac.tz)

**CHECKLIST FOR THE FINAL DISSERTATION/THESIS SUBMISSION FORM**

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

S/N	ITEMS	REMARKS
1	Hard cover bound copies: Three (3) for Masters by Thesis & PhD and Two (2) for Masters by Coursework	
2	Title page & page of abstract in hard copy	
3	Plagiarism report form (signed by supervisor)	
4	Error free letter written by supervisor to the Directorate of postgraduate studies passing through Heads of Departments (HoDs)	
5	Action plan matrix (evidence of the examiners'/supervisors' verification of the corrections made if a candidate passed subject to substantial corrections or if the candidate has passed subject to minor corrections)	
6	Hard copy of published papers at least two in local journals or one paper in an international journal (applicable to PhD candidates)	
7	Dissertation/Thesis in soft copy (preferably PDF Format saved in a CD-ROM)	
8	Copy of Clearance form (Evidence of payment of fees)	
9	Student ID	

*Note: Students are required to submit this form when submitting their Dissertation/Thesis to the postgraduate office.*