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1 INTRODUCTION

As part requirement for the award of undergraduate degrees in the University, a student is normally required to undertake a research project in their final year of study. A ‘Project’ is an investigative undertaking, a structured, organized experiential learning that entails design work, field work or other placement learning.

The project is an equivalent of two academic units that provides the students with the opportunity to design, undertake or conduct an independent research or study related to their degree course. Each student is allocated a supervisor(s) who is normally a member of the academic staff either full-time or part-time.

The project carries an equivalent of two taught units’ credits depending on the degree course. The number of credits is reflected in the amount of time a student is expected to devote to the project. Typically a project of 6 credits will require about 90 hours (1 credit = 15 hours).

The project normally lasts two semesters or as stated otherwise in the degree course.

The regulations outlined in this document apply to final year projects of undergraduate Programmes.

2 IDENTIFICATION AND ALLOCATION OF PROJECTS

At the beginning of the first semester of the final year, the Project Coordinator/Dean of each Faculty/School meets with the fourth years and explains to them about the research project. Students are given a week to propose/identify their project titles and send via email to the Project Coordinator/Dean of the faculty. Depending on the project title, the student is allocated a Supervisor(s). The exercise should be completed three weeks after the beginning of the semester.
General enquiries about the organization of projects should be addressed to the Project Coordinator whereas specific enquiries about individual projects should be directed to the Supervisor.

The Project Coordinator/Dean should ensure that all academic staff of the relevant Unit gets a fair share of the number of projects. The number of projects allocated to an academic staff of any Faculty/School/Institute shall be limited to a maximum (to be determined by the faculty) irrespective of whether they are individual or group projects. For co-supervised projects, the supervision load will be considered as half for each supervisor. Any supervision in excess of maximum projects should be approved by the Dean of Faculty.

Each student will be allocated a Supervisor. The number of supervisor per project shall be restricted to a maximum of two.

3 TYPES OF PROJECTS

There are two types of projects;

  i. Projects Proposed by Students

For projects proposed/identified by students, the latter are required to discuss the proposal with potential Supervisors from within or outside the department. The project title has to be approved by the Supervisor(s) and the Department.

Students are required to submit a proposal of the project, which should include the following minimum information:

  1. Project Title
  2. Problem Statement
  3. Literature Review
  4. Research Methodology

The proposal should be signed by the Supervisor(s) and submitted to the Project Coordinator by the end of the first semester of the final year for students’ defense..
After approval by the department, a final list of projects with the names of supervisors and students prepared by the Project Coordinator is affixed on the Faculty/ School/Institute Notice Board(s).

**ii. Projects proposed by academic staff or other supervisors**

The Dean requests all academic staff concerned to submit a list of project titles to the Project Coordinator.

A list of project titles available for the degree course is then prepared by the Project Coordinator with the input provided by the academic staff and potential supervisors.

Students are given the opportunity to meet the supervisors to be informed about the various projects proposed. Interested students are thereafter requested to submit their choices to the Project Coordinator in one-two weeks’ time. Based on students’ choices, the projects are allocated by the Project Coordinator. After approval by the Faculty/ School/Institute, a final list of projects with the names of supervisors and students prepared by the Project Coordinator is affixed on the Faculty/ School/Institute Notice Board(s). This should be done three weeks after commencement of a semester.

If there are difficulties in allocating projects, a departmental meeting is called to thrash out the matter.

**NB** Students should be encouraged as far as possible to come up with their own projects.

The two main criteria that must drive a project proposal are:

- Feasibility of the project (time, supervision, cost implication, availability of equipment and literature as well as likelihood of accessing expected data.)
- Academic challenge
4 **UNDERTAKING THE PROJECT**

The project coordinator will issue the program of activities, allocation, supervisor, defense, submission and penalties.

Students are normally expected to start working on the project after the allocation. The Students copy of the Project Title Approval Form serves as a record of the Supervisor’s approval of the Project Title. It gives the student a green light to start the project proposal which should be submitted at the end of the semester.

Students should also fill in the Project Progress (In soft copy) It serves as a record of the student’s meeting with the supervisor. Its purpose is to help the student plan their own project and to record the outcomes as well as gaining valuable skills. The student will find that the information accumulated in this form will prove helpful during the write up of the project. The document belongs to the student and it is their responsibility to keep it up to date and to ensure their supervisor is aware of the project activities they have undertaken.

Both the student and the supervisor should retain a copy of the document. A copy of the duly filled and signed Log Book should be submitted concurrently with the Project.

4.1 **Responsibilities of the supervisor**

Each project will be supervised by an academic staff, either full-time or part-time. Some projects, due to their inherent nature (e.g. multidisciplinary) may be supervised by a maximum of two supervisors.

A supervisor should normally not be appointed for the project of a student who is directly related to him/her to ensure impartiality. The onus to declare any such relation with a final year student rests with the supervisor. In case there is divergence, the Dean/Director will be called to arbitrate.

The supervisor(s) shall monitor, support and direct the student’s work and progress soon after the allocation of project titles.
The responsibilities of the supervisor include:

- Supervising/proposing projects in their own subject area;
- Briefing the students and appraising them of the regulations pertaining to the final year projects;
- Setting a framework for regular scheduled progress meeting between supervisor(s) and student;
- Giving frequent feedback/comments on progress achieved by the student;
- Giving guidance about relevant literature on the topic under study and appropriate literature sources;
- Providing advice on issues of plagiarism, in line with the University Regulations;
- Assisting in the identification of a research methodology, planning and execution of the research project (if applicable);
- Giving guidance on the approach for appropriate analysis of data obtained, interpretation and presentation of results (if applicable);
- Giving guidance about the formulation of an appropriate hypothesis-driven research project and focusing on the objectives of the research (if applicable);
- Assisting in the preparation of a viable/feasible research proposal (synopsis), inclusive of a time schedule and a project costing before embarking on the study (if applicable);
- Providing guidance on issues of laboratory safety (if applicable);
- Giving guidance on the writing of the different chapters of the dissertation and communicating the standard expected;
- Advising on the preparation of the oral presentation and/or poster (if applicable).

4.2 Responsibilities of the student

Throughout the whole project work, the student shall seek advice, comments and guidance from his/her supervisor(s) on the nature of the project work and standard expected. Students are advised to keep a notebook for the purpose of the meeting with supervisor(s) while the supervisor(s) may wish to keep a brief record of each meeting held.
The responsibilities of the student include:

- Adhering to the University Regulations for Final Year projects and any project Guidelines prepared by the Faculty/School/Institute; reference?
- Reading and abiding by the regulations of the University on Plagiarism and Fabrication or Falsification of Result(s)/Document(s); reference?
- Arranging with his/her supervisor(s) mutually agreed convenient times to discuss progress achieved (in the event that meetings are not possible, e-mails or other forms of communication may be used);
- Bringing to the urgent attention of the supervisor(s) any problems (academic and personal) associated with progress;
- Responding to the supervisor’s suggestions and/or criticisms on his/her work and progress;
- Following all library/laboratory safety guidelines (if applicable);
- Discussing the layout of the final project with the supervisor(s) prior to the writing-up stage;
- Writing the dissertation on his/her own and planning the writing-up so as to give the supervisor(s) adequate time to read the preliminary draft copies and to provide guided and motivated feedback well ahead of the submission date;
- Adhering to the time schedule specified in the project proposal (synopsis) as agreed with the supervisor(s);
- Working diligently and becoming an independent learner.
- Keeping all raw data/questionnaires/survey forms

If the student is unable to contact his/her supervisor, s/he should contact the Project Coordinator for assistance.

The onus is on the student/s to contact the Project Supervisor regularly for discussion and guidance. Failure to do so shall lead to the project being unreceivable by the Faculty.
5 MAINTAINING A SUCCESSFUL SUPERVISOR-STUDENT RELATIONSHIP

5.1 Strategies and suggestions for individual supervisors
The quality of supervisory relationships is a key factor in the satisfactory completion of student research project. However, there are enormous variations in this relationship, because of differences between disciplines as well as individual differences. Thus, there may be a wide variety of appropriate strategies and approaches according to the discipline and the particular situation. Both the quantity and quality of communication between supervisors and research students is significant. Both can help the students reach a successful completion.

Different students will want and require different types and amounts of interaction, assistance, feedback and direction from the beginning and at different stages. Some students may be able clearly to articulate their needs and limitations from the beginning and this may assist you to work with them.

Throughout the process of the research project the relationship will change. You may notice that at some stage the rational, happy students you started supervising become anxious and angry. They may have periods when they seem quite irrational and unresponsive to suggestion and guidance. It must be noted that this research you are supervising is almost certainly the biggest piece of academic work the student has ever undertaken, and may ever undertake. The student’s desire for ultimate success and the problems which may appear along the way frequently make life a strain for student and supervisor alike.

At the start of the supervisor-student relationship, it is important to discuss other commitments, planned leave, holidays or other work commitments that the supervisor has. This sharing will help build trust with each other and lead to more open discussion.

It is worth noting that supervising a student is like running a class session. Therefore to comply with some of the requirements above, the environment must be conducive to learning.
5.2 Role of the Supervisor

♦ Discuss and reach agreement with the student on details of the supervisory arrangements, including a regular meeting schedule. Ensure maintenance of the meeting schedule. Discuss what should be done if someone cannot attend a scheduled meeting. Also discuss access to the supervisor outside scheduled meetings.

♦ Ensure that the student is familiar with the policies and administrative arrangements relating to their studies.

♦ Assist the student to develop a realistic program of study to ensure they complete their research project within the required time

♦ Monitor the student’s progress

♦ If you find the student frequently cancelling meetings, it could be an indication of problems they may be experiencing. Contact the student to indicate your concern and set a new meeting time. Insist on seeing the student and emphasize at this meeting that you need to communicate regularly. It is worthwhile to reiterate that the purpose of the meeting is to help the student to progress and that lack of progress is a cause for mutual concern which is not alleviated by avoiding discussion.

♦ Keep written documentation about decisions and follow-up activities that stem from each meeting.

♦ Take up the issue of unsatisfactory progress with the Faculty committee to determine what action should be taken.

♦ You and your student(s) could then discuss the following issues:
  • What does supervision mean?
  • What is involved in the development of a research proposal?
  • What sort of feedback will the supervisor give: how often, how much, what form?
  • What sort of feedback does the student prefer/benefit from, find helpful/unhelpful?
  • What research skills, statistical analysis or other technical skills are required for the research?

Writing the Research Project
  • What is the appropriate length, structure, and presentation?
Editing

- Ensure basic referencing skills are acquired early.
- Give detailed feedback by using one or more pages of students’ work. Too much feedback becomes overpowering and discourages students from learning the principles which underpin the corrections.
- Indicate to supervised students at the beginning your approach to analysis and to feedback on their written work.

5.3 Role of the Student

♦ The student should take responsibility for the design, methodology and presentation of the project.
♦ It is the responsibility of the student to edit their work, and ensure all information is accurate and complete.
♦ The student is responsible for presenting their research proposal to the Faculty for approval before embarking on the data collection.
♦ Students are reminded that their research project must be their own work and all quotations from other sources, whether published or unpublished, must be properly acknowledged. Plagiarism is a very serious offence and, where proven against a student, may result in disqualification from the examination of the project. Would this lead to disqualification from university? Starting a new project? Unclear ….
♦ The student should submit material in sufficient time to allow for comment and discussion before proceeding to the next stage.
♦ The student takes responsibility for maintaining regular contact with the supervisor.
♦ The student should participate in the progress reports to demonstrate their commitment to completing the project in time.
♦ The student takes responsibility for incorporating supervisor’s comments and feedback into their work, and seeking clarification where necessary.
♦ Students should keep track of their project to ensure it progresses according to the time frame. Where deviations are observed, they should be brought to the attention of the
supervisor as soon as possible.

Any problems encountered in conducting the project should be brought to the attention of the supervisor as soon as possible after they occur so that remedial action can be taken immediately.

Any problem encountered by the student during the project should be discussed with the supervisor(s). If the matter cannot be resolved, it should be reported to the Project Coordinator and eventually to Dean of Faculty/Director of School/Institute.

6 RESEARCH PROJECT PROPOSAL FORMAT

A proposal is a statement of intention outlining an issue of concern to be investigated within the context of a research question/objectives.

A research proposal should indicate;

- **What** will be researched
- **Why** will that be researched
- In **which** manner the research will be executed
- **Which** conceptual framework will be conducted
- **What** are the research objectives
- **What** are the expected outcomes

A good research proposal helps the researcher to approach the research in a systematic manner.

6.1 Format and Type Requirements

*Cover and binding*

The project shall be spiral-bound with a protective plastic front cover and a stiff card back-cover.

*Paper and typographical detail*

The project must be typed, justified and printed on one side of the paper only using:

- 1½ line spacing,
• Characters not less than 12pt, font type ‘Times New Roman and 14 pt for main titles.

Good quality A4 white paper should be used for the printing and for xerographic copies. The left margin used for binding shall not be less than 40 mm while all other margins shall not be less than 20 mm.

**Pagination**

Pages shall be numbered consecutively throughout the project, starting with the title page, including appendices. Roman numerals (i, ii, iii..) shall be used for the front pages (Preliminaries) and Arabic numerals (1, 2, 3, ...) as from the ‘Introduction’ section onwards. Page numbers shall be located centrally at the bottom of the page, approximately 10 mm above the edge. If there is more than one volume, each volume shall have its own pagination.

**Length, Spacing and Font Size**

The length of the research project report should be approximately 10,000 words or minimum 30 pages excluding references and appendices. One and a half (1 ½) line spacing and a standard font size of 12 should be used for the text and front matter materials except for the title page and tables where different line spacing and fonts may be used. The final document should be of laser print quality. The print quality should be dark and clean.

**Margins**

The margins throughout the report or manuscript should be at least 25mm or 1 inch on the right, top and bottom. The left hand margin must be set to 30mm or 1¼ inches to allow for binding. Larger tables may be typed in smaller fonts in order to maintain standard margins.

**Numbers and Percentages**

Numbers in text should be typed in “Arabic numbers”. For example chapter 1, table 2 or figure 3. A sentence cannot begin with a number. A number beginning a sentence must be spelt out in words. For example: “Twenty-five of the union representatives rejected the employer’s offer”. Similarly, percentages should be written in words when they begin a sentence. For example,
“Sixty-five percent of the senior managers in the company were local citizens while 35 percent were foreigners”.

Research project reports should consist of preliminaries, main text and references/appendices.

6.1.1 Preliminaries

The front matter or preliminary pages of a research project should be paginated appropriately with small Roman numbers at the bottom center of the page.

The preliminaries should abide by the following order, wherever applicable:

- **Title Page**
  The title page of the project proposal shall give the following information in the order listed:
  - Full title of the project as approved by the Department/Faculty/Institute;
  - The full name of the author;
  - Researchers registration number;
  - The qualification for which the project is submitted;
  - The name of the institution to which the project is submitted;
  - The Department Faculty/Institute in which the project is to be submitted; and
  - The month and year of submission.

- **Table of Contents**
  The Table of Contents shall list in sequence with page numbers all chapters, sections/headings, sub-sections/headings and other sub-divisions of the project, appendices, etc.

- **List of Tables, Figures, Plates/Schemes**
  Separate lists of each, in the above order, giving number and page reference.

- **Acknowledgements**
  All persons (e.g. supervisor, technician, friends, relatives) and organization/authorities who/which have helped in the realization of the project shall be acknowledged.

- **Project Declaration Form**
  The form should be duly filled and it should be included just after the acknowledgement in the project.

- **Abstract**
The abstract is required with all research projects. The purpose of the abstract is to provide a clear and concise summary of the:

- Objectives
- Scope of the project
- Methodology used
- Major findings and conclusions
- Major recommendations or suggestions for improvement

The abstract should be approximately 300 words. It should be prepared after the three chapters of the proposal or after five chapters the project report have been written but presented as front matter material in terms of sequence.

☐ List of Abbreviations

This section should list in alphabetical order all abbreviations used in the project.

6.1.2 Main Text

Research projects follow a five-model chapter. The major sections in the five-model chapter include:

- Chapter 1: Introduction
- Chapter 2: Literature Review
- Chapter 3: Methodology
- Chapter 4: Results or Findings
- Chapter 5: Discussion, Conclusions and Recommendations.

In addition to the five major sections, a research project should include reference or bibliography, and appendix for data collection instruments and other relevant materials used in the study.

Any table, figure, plate, scheme or illustration included in the project should be clearly labeled. The caption should be placed at the top of tables but below figures/plates/schemes/illustrations.
Chapter 1: Introduction

Chapter 1 serves to introduce the problem and the purpose of the study. It acquaints the reader with the problem. The following areas of discussion are frequently included as subsections in the introduction chapter.

- Background of the problem
- Statement of the problem
- Purpose of the study or general objective
- Research questions or specific objectives or hypotheses
- Importance or justification or rationale of the study
- Scope and limitations of the study
- Definition of terms
- Chapter summary

Background of the Problem: In this section, the researcher defines the context of the study by providing a brief discussion of key theoretical approaches and findings reported in earlier related studies. Trends related to the problem, unresolved issues and social concerns are discussed. Authoritative sources or citations should be provided in the section.

Statement of the Problem: The problem statement describes the need for the research project in terms of the knowledge gap to be filled. The researcher should present a clear and precise statement that indicates the gap that previous research studies have not addressed. Authoritative sources or citations should be used to support the problem statement.

Purpose of the Study or General Objective: In this section the major research objective is addressed. The purpose statement should emphasize practical outcomes or products of the study. For example, “The purpose of this study was to determine (measure, examine, or evaluate) factor that influence entrepreneurial behavior in family businesses”.

Research Questions or Specific Objectives or Hypotheses: Specific research questions to be answered or specific objectives to be investigated should be stated. Either the research questions
or specific objectives may be stated. However, most often research questions are preferred. The research questions need to be broad enough to allow further breakdown into questionnaire or interview guide items for the data collection. On the average 3-5 research questions are sufficient. The hypothesis should be stated if the study involves experimental designs or statistical tests.

**Importance or Justification or Rationale of the Study:** In this section the researcher describes the values or the benefits that will accrue from doing the study. The significance of the study is concerned with the relevance of the problem both to the practice and theory. That is, does the study explore an important question, meet a recognized need or make a useful contribution to practice and theory. Much value is placed on doing research, which has primary value for the solution of practical oriented business problems.

**Chapter Summary:** A synopsis of the major contents of chapter one including the purpose, justification, and scope should be presented. A brief description of the remaining chapters of the project should also be provided at this stage.

**Chapter 2: Literature Review**

The literature review section should present a review of the literature related to the problem or purpose of the study. The section should therefore be organized or structured according to the research questions or specific objectives in order to ensure relevance to the research problem.

The literature review examines recent (at most 10 years) research studies, company data or industry reports that act as a basis for the proposed study. Literature review is meant to give the reader an overview of previous relevant contributions to the problem so that they can better understand the research problem and methodology to be used in the study.

Specifically, the purpose of literature review is to:

- Help eliminate duplication of what has been done.
- Provide a clear understanding of existing knowledge base in the problem area.
The literature review should be based on authoritative, recent, and original sources such as journals, books, thesis or dissertations. The section should end with a summary of the important aspects discussed.

**Chapter 3: Methodology**

Research methodology section describes the methods and procedures used to carry out the study. This is an important section, which has direct influence on the findings of the study. Hence, the methodology used should be described very clearly so that another researcher can follow the procedures used to reach similar conclusions without difficulty. The methodology chapter should include the following subsections:

- Introduction
- Research design
- Population
- Sampling methods
- Data collection methods
- Research procedures
- Data analysis methods
- Chapter summary

**Introduction:** The chapter should start with a brief introduction highlighting the general methodology and organization or structure of the chapter.

**Research Design:** In this section, the researcher should identify, define, and provide justification for the specific research design or strategy used in carrying out the study. Research designs include experimental, quasi-experimental, co-relational, causal-comparative, action research, survey, case study or historical.

In descriptive studies, survey or case study, the emphasis is placed on defining the design, revealing its merits and providing justification for its selection. In experimental or quasi-experimental studies, the tests, equipment and control conditions should be described. The
researcher should also define the dependent and independent variables studied, the procedures used to examine the variables and steps taken to control for extraneous influences that might threaten the findings of the study.

Population and Sampling Design

i. Population
The researcher should identify and describe the characteristics of the population involved in the study. Population refers to the entire group of people, events, or things of interest that the researcher wishes to investigate. Population forms a basis from which the sample or subjects for the study is drawn.

ii. Sampling Design and Sample Size
In this section, detailed description of sampling method and the actual sample size should be provided. The research student should clearly identify a relevant sampling frame. Sampling methods may include probability and non-probability techniques.

In non-probability sampling designs, the elements in the population do not have any probabilities attached to their being chosen as sample subjects. This means that the findings from the study of the sample cannot be confidently generalized to the population. Typical examples of non-probability sampling techniques include convenience sampling, and purposive sampling.

To ensure fair representation and generalization of finding to the general population, probability sampling technique should be used. Typical examples of probability sampling include simple random sampling, systematic sampling, stratified random sampling and cluster sampling. The sample size should, therefore, be representative of the general population.

Data Collection Methods: In this section, the researcher should describe the major methods for collecting data from the subjects. The major methods for obtaining data in a study may include interviews, questionnaires and observation techniques. The data collection instruments should be developed and organized on the basis of the research questions or specific objectives to ensure
relevance to the research problem. A description of the instruments should be given, whether they are researcher developed or standardized instruments. A description of the nature of instrument items, validity and reliability, and administration procedures should be provided.

**Research Procedures:** A detailed description of the steps taken in the conduct of research should be provided for the purposes of replicability. The researcher should provide a complete account of the research process including pilot testing, scheduling of the subjects or participants, distribution and collection of the instruments and the running of the experiments. Procedures may also include timing of interviews or questionnaires and instructions given to subjects.

**Data Analysis Methods:** The researcher should identify and describe appropriate data analysis methods for the study. Quantitative approaches in terms of descriptive statistics or inferential statistics should be described.

Descriptive statistics include frequencies, measures of central tendencies (mean, median or mode) and measures of dispersion (standard deviation, range or variance).

Inferential statistics involve measurement or relationships and differences between or among the variables. Inferential statistics include correlation, regression and analysis of variance among others.

Data analysis tools in terms of computer application packages (Excel, SPSS or SAS) should also be described. Data presentation methods in terms of tables, graphs or charts should also be described in this section. Qualitative data should be summarized and categorized according to common themes and presented in frequency distribution tables.

**Chapter Summary:** The methodology chapter should end with a summary or synopsis of the main elements discussed in the section.
Chapter 4: Results and Findings
This is generally the longest section of the research project. The objective is to present and explain the data rather than draw interpretations or conclusions. The findings should be presented and analyzed on the basis of the research questions, specific objectives or hypotheses.

Tables, charts or graphs should be used to present quantitative data when appropriate. A brief description in words of what is shown in the table or figure should be provided. A general rule is to prepare the table or figure and the text, in such a way that they can stand alone in describing the outcomes of the study.

A summary or synopsis of the major findings of the study should be provided at the end of the chapter.

Chapter 5: Discussion, Conclusions and Recommendations
This chapter is generally considered as the most critical section of the research project and the most difficult part to write. The chapter, however, should have a framework that includes the following:

- Introduction
- Summary
- Discussion
- Conclusions
- Recommendations

Scope and limitation of the Study: In this section, the researcher describes the focus or scope of the study to enable an enthusiastic reader to make generalization of the findings.

The limitations should not only be stated in terms of time or financial resources constraints. Researchers are expected to plan and implement research projects within the available time and financial resources.
**Introduction:** The section should start with a brief summary of the structure or organization of the chapter.

**Summary:** The final chapter of the research project should provide a summary of important elements including the purpose of the study and research questions or specific objectives, methodology used and major findings or results.

**Discussion:** The discussion section should focus on the major findings of the study and should be organized or structured according to the research questions, specific objectives or hypothesis. The section should not be a repeat of the study findings and results as presented in chapter 4, instead it should provide interpretation of the results by comparing them to the findings of previous studies or theoretical background presented in the literature review.

**Conclusions:** In this section, major conclusions drawn from the research findings should be presented. Conclusions should be drawn on the basis of research questions or hypothesis.

**Recommendations:** Research projects should provide recommendations for practice or improvement and for further studies. In applied research recommendations are often provided for practice or improvement. In this case the researcher offers suggestions for improvement with justification. Research projects often pave way for further work. Consequently, the researcher should provide suggestions for future research work based on the findings and conclusions generated from the study.

**References/Appendices**
The list of references and appendices should follow the main text.
The appendices shall consist of any base material, which would break the flow of the dissertation due to its length or partial irrelevance. Some examples are:

- Specifications and data sheets of equipment from suppliers
- Correspondence from suppliers and company
- Raw data
7 DOCUMENTATION OF SOURCES

7.1 Documentation Styles

To avoid plagiarism in research projects, a researcher is required to acknowledge the sources of words, facts, or ideas borrowed from other scholars. Most academic disciplines or professional bodies require special documentation formats or styles in research project reports. Consequently, the style used should be consistent with the requirements of each discipline. For example, the American Psychological Association (APA) style is commonly used in social sciences, business and economics fields; the Institute of Electrical and Electronics Engineers (IEEE) style is used in electrical engineering and computer science fields; the Chicago style is used in history, philosophy and humanities; and the MLA style is commonly used as a guide in English and foreign languages fields.

Most professional publications have abandoned the use of footnotes or endnotes as a method of referencing within text and have adopted instead the author/year method of documentation. The author/year method provides the reader with names and dates in the text that can be used to identify complete bibliographic listings in the reference list.

One main advantage of the author/year method is that it offers key documentary information where appropriate within the text in order to ensure continuity in reading and economic use of the page particularly where lengthy documentary information is required.
7.2 *The APA Style*

The American Psychological Association (APA) publication style started way back in 1928 as a writing style among the psychologist scholars and professionals. Over the years, the APA style gained acceptance in other scientific and non-scientific fields such as business and economics as a standard format for writing scholarly papers. Today, it is estimated that thousands of scholarly journals, magazines, and book publishers in the world require authors to use APA style.

APA style uses the author-date method of citation. That is, the surname of the author and the year of publication are inserted in the text at the appropriate point.

8 **APPENDICES**

All information that does not fit neatly into the proposal should be included in the appendix. This includes the interview guide or questionnaire to be used in the study, letter(s) of introduction of the researcher, and any lists the researcher may have of institutions to participate in the study.

**Appendix 1: Letter of Introduction**

Each researcher should have a letter of introduction to be given to the institutions (or individuals) who will participate in the study. The letter should include the following details:

- Name, university and contact details of the researcher
- The objectives of the study
- A promise of confidentiality
- A request for their participation
- Time frame of the research
- The letter should be signed by a representative of the university.

**Appendix 2: The Research Questionnaire (or Interview Guide)**

Here, the main research questions are operationalised, that is, they are translated to a detailed set of sub-questions that can be asked to respondents.

Operationalisation means that an answer must be given to what you are going to research and
how you are going to do that. Each sub-research question should deal with a specific aspect of the main question. The objective is to create “researchable” units, so the research question can be answered more directly. All the sub-questions should together cover the main research questions.

APPENDICES
Appendix 1: Letter of introduction
Appendix 2: Questionnaire or Interview guide
Appendix 3: Any other relevant information for conducting the research, e.g., list of organizations in the population

9  PLAGIARISM IN RESEARCH PROJECT

Plagiarism is the presentation of someone else’s ideas or words as your own. Whether deliberate or accidental plagiarism is a serious and punishable offense in research projects. Students found guilty of plagiarism get an F grade in research project or may be disqualified from a degree candidacy.

Deliberate or accidental plagiarism occurs when a writer draws words, phrases or passages from someone else’s work and presenting them verbatim as his/her own work without providing complete documentation or source citation.

Deliberate plagiarism may include:

- Copying or downloading someone else’s work (a phrase, a sentence or a longer passage) and passing it off as your own without proper source citation.
- Handing in as your own work, a paper you have bought, had a friend write, or copied from another student.
- Summarizing, or paraphrasing someone else’s idea without acknowledgement in a source citation.

Accidental plagiarism may include:
• Forgetting to place quotation marks around another writer’s words.

• Omitting a source citation for someone else’s ideas without acknowledgement in a source citation.

To avoid plagiarism the researcher should always acknowledge other people’s ideas that are not common knowledge.

10  SUBMISSION OF THE PROJECT

Two copies of the project spiral-bound copies should be submitted to the Faculty/School/Institute not later than the last examination day of March/April Exams of the academic year. For programmes which start during an odd semester, the Faculty/School/Institute will readjust the deadline accordingly.

After assessment, one spiral-bound copy of the undergraduate project will be kept by the Faculty/School/Institute and the second spiral bound copy given to the supervisor(s). Storage and disposal of the projects will be as per university regulations for examination scripts.

10.1  Project Submission Form

All students must fill and sign the relevant section of the ‘Project Submission Form’ at the time of submission of the three hard copies of the project to the Faculty/School/Institute. The student will receive an acknowledgement of receipt from the Faculty/School/Institute. The latter will then forward the form to the supervisor(s) for their comments on the supervision.

The approval of the supervisor(s) should be sought before submission of the project by a student. In cases where a student has submitted his/her project without approval from the supervisor(s), the latter will indicate it in the section to be completed by the supervisor(s) in the Project Submission Form.
**Project Progress Log (Log Book)**
A copy of the duly filled and signed Project Progress Log should be submitted concurrently with the dissertation.

**Extension of project submission**
Only under exceptional circumstances (e.g. medical reason or major equipment breakdown) will extensions be granted. Extension request must be submitted in writing to the Dean of Faculty/School/Institute through the Project Coordinator outlining the reasons for the delay. The extension should be approved by the Faculty Executive Board. Such extension should normally not exceed one (1) month.

**Length of dissertation**
Length of dissertation is normally indicated. The number of words in the final year project shall be between 8,000 - 12,000 words for an undergraduate degree.

The number of words applies only to the main body of the dissertation including all footnotes and references but excluding all tables, schemes, figures which may form part of the main body. Hence, material before the main body that is table of contents, list of figures, list of tables, list of schemes, declaration form, acknowledgement, abstracts etc. and material after the main body that is List of References and appendices should not be included in the word count.

**Late submission**
All projects in the final version should be submitted to the Faculty/School/Institute by due dates. Late submission will entail a weekly penalty of 10 marks, up to a maximum period of two (2) weeks, on the project mark obtained unless decided otherwise by the Faculty/School/Institute.

**After the period of two (2) weeks, the project will be deemed to be unreceivable. The student will be deemed to have failed and will be allotted a mark of zero in the project.** S/he must start **a new project with a new title** and submit same by the deadline normally applicable to other students i.e. by the last examination day of March/April of the next academic year for Degree programme or as specified in the programme structure.
An example of how the penalty system works is set out below and explains what mark a student whose project is worth 60% would receive if s/he handed it late (x = no of days after due date).

<table>
<thead>
<tr>
<th>Time of submission</th>
<th>Penalty</th>
<th>Mark (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before due date</td>
<td>none</td>
<td>60</td>
</tr>
<tr>
<td>1 ≤ x ≤ 7</td>
<td>10 marks</td>
<td>50</td>
</tr>
<tr>
<td>7 &lt; x ≤ 14</td>
<td>20 marks</td>
<td>40</td>
</tr>
<tr>
<td>x &gt;14</td>
<td>max</td>
<td>0</td>
</tr>
</tbody>
</table>

The penalty system will not apply to students who have been granted an extension (unless they then failed to meet the extended deadline). It is only aimed at those students who hand their project in late with no valid excuse.

**Plagiarism**

It is important that the students adhere to the standard conventions for the referencing of other people’s work. In particular, the project should clearly mention any work that is not the work of the student, whenever such work is presented.

A project must be the student’s own work and must not contain any plagiarised material. Use of plagiarised material will be treated as a disciplinary offence under breach of examination regulations (c.f. Section on Plagiarism in Students’ Handbook/ Academic Honesty Policy).

11 **ASSESSMENT**

After submission of the project, the latter will be assessed by the student’s supervisor(s) and one other examiner chosen by the Faculty/School/Institute, in collaboration with the Project Coordinator.

In the event that the supervisor is a part-time staff, then the second examiner/assessor should be a full time academic staff of the University. Both the supervisor and the second examiner/assessor cannot be from outside the University.

The assessment of the final year project is based mainly on the written project. Each project will be subject to **double blind marking**, i.e. each assessor will submit his/her marks independently.
The External Examiner will only moderate the final year project.

The student’s supervisor(s) will mark the project out of 100 marks and the second examiner/assessor will also mark the project out of 100 marks.

**Marking scheme**

The examiners’ assessment of the project work will be based on a variety of features. These include amongst others:

- understanding;
- the standard of presentation and grammar;
- the adequacy of the literature survey and data research (as appropriate to the particular project); the correct usage of referencing system;
- the extent to which the stated aims of the project/dissertation have been satisfied, taking account of the overall difficulty of the material that has been tackled;
- ability to use graphic packages, spreadsheets and statistics; ability to explain findings; interpretation of data and results;
- integration of results with literature;
- originality;
- practical ability;
- the ability to manage time and make progress without excessively detailed guidance from the supervisor; and
- the capacity that has been shown for independent work.

Each Programme of Studies may have its own project assessment form with its marking scheme.

**Viva-voce and oral presentation**

Wherever a *viva-voce* is prescribed in a Programme of Studies and/or in the marking scheme, it normally assesses presentational skills and includes questions designed to:

- ascertain that the project embodies the student’s own work;
- give the student an opportunity to defend the direction, structure and conclusions of the project;
- acquire further clarification on any particular issues in the project;
- test the student’s acquaintance with the general literature pertaining to the subject.

This does not preclude the possibility of a student in any Programme of Studies being subjected to a *viva-voce* by her/his supervisor(s)/assessor/External Examiner.

The *viva-voce* should be conducted only in the presence of examiner(s) (supervisor(s), second examiner/assessor or External Examiner).

Oral presentation(s) by students may also be carried out during the project work to ascertain the students’ progress. However, such oral presentation(s) will not be assessed.

Students should be informed formally immediately after the defense of their proposal whether they have;

i) passed with no corrections,

ii) passed subject to corrections

iii) failed, and should repeat the project

This will enable the student to proceed or not proceed with the project. Corrections given to the student by the panelists should be listed in duplicate and given to the student and the supervisor immediately by the Lead Panelist.

**Moderation by External Examiners**

Each External Examiner should be given a copy of the Strathmore University regulations for final year projects and any guideline/regulation prepared by the Faculty/School/Institute.

The mark of the student’s project will be the weighted average of the marks awarded by the supervisor(s) and the second assessor/examiner. This mark may change after moderation by the External Examiner.
Where the marks of the supervisor(s) and second assessor for project differ by more than 10 marks, the Project Coordinator will consult the examiners so as to arrive at an agreed mark. Conflicting cases, if any, will be submitted to the External Examiner(s) for moderation.

All the projects are made available to the External Examiner(s) for moderation. They are also provided with the marks awarded by the supervisor(s) and second assessor and the weighted average mark.

Depending on Programmes of Studies and the number of projects, External Examiner(s) may either go through all the projects or a sample of projects. If a sample of projects is to be chosen, the External Examiner(s) may wish to examine some of the following:

- at least one project from each academic staff;
- at least one project from each class;
- 1st class students;
- borderline students.

External Examiner(s) should normally moderate all failed projects and all projects where the marks of the supervisor(s) and second assessor for project differ by more than 10 marks.

If *viva-voce* examination will be carried out by the External Examiner(s), a random sample of students, established by the Faculty/School/Institute in consultation with the External Examiner(s) will be called for. Students concerned will be informed accordingly. The *viva-voce* examination (normal duration of 10-30 minutes) is carried out by the External Examiner(s). Depending on the latter, other staff (e.g. project supervisor, second assessor) may be present.

The final moderated mark is used for the computation of the student’s academic standing. The University expects disagreements between the internal and External Examiner(s) to be resolved through discussion. In the event of serious divergence of opinion between the Examiners, the recommendation of the External Examiner(s) shall be final, subject to approval by Senate.
12 SUBMISSION/Re-SUBMISSION OF THE PROJECT

A student who has failed her/his project must either submit a new or an amended one as decided by the Faculty Board.

For a failed project with possibility of amendments, the re-submission should be effected at latest three (3) months following Faculty Board approval of results.

For a failed project with recommendation for a new submission (new title), submission should be effected by last working day of March of following academic year. For programmes which start during an odd semester, the Faculty/Centre will re-adjust the deadline accordingly.

13 REVIEW OF PROJECTS

Requests for review of projects should be lodged within one (1) week of receipt of the transcript of examination results. A fee of Ksh. 1,000 is payable.
Students are hereby informed that they should submit this document to their respective Project Coordinators/Dean by the 4th week of Semester 2 at latest.

Student's Name:  ..........................................................  Student ID:  ............................

Title of Project:
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Objectives of the Study:
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Supervisors Comments:

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Student's Signature:
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Date:
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Supervisor's Name...........................................................................................................................................
Supervisor’s Signature:
...........................................................................................................................................
Date:
...........................................................................................................................................

N.B.: Both the supervisor and the student should retain a copy of this Project Title Approval Form
### APPENDIX 2  PROJECT PROGRESS LOG

**STRATHMORE UNIVERSITY**

**FACULTY/SCHOOL..........................**

**PROJECT PROGRESS LOG**

<table>
<thead>
<tr>
<th>Meetings No.</th>
<th>Date</th>
<th>Topics/Themes Discussed</th>
<th>Tasks to be undertaken</th>
<th>Supervisor’s Initials</th>
<th>Student’s Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
APPENDIX 3    TITLE PAGE

STRATHMORE UNIVERSITY

FACULTY/SCHOOL

TITLE PAGE

Project Title
............................................................................................................................................................
............................................................................................................................................................
............................................................................................................................................................

Submitted to:

By:

Student Reg. No:

Month/Year:
APPENDIX 4

STRATHMORE UNIVERSITY
FACULTY ………………………..

Project Declaration Form (Optional)

Name:

Student ID:

Course:

Unit Code:

Title of Project:

Name of Supervisor(s):

Declaration:

In accordance with the appropriate regulations, I hereby submit the above project for examination and I declare that:

1. I have read and understood the sections on Plagiarism and Academic honesty policy found in the Students’ Handbook (20…./20…) and certify that the project embodies the results of my own work.

2. I have adhered to the ‘APA system of referencing’ or a system acceptable as per “Strathmore University Referencing Guide” for referencing, quotations and citations in my project. Each contribution to, and quotation in my project from the work of other people has been attributed, and has been cited and referenced.

3. I have not allowed and will not allow anyone to copy my work with the intention of passing it off as his or her own work.

4. I am aware that I may have to forfeit the degree in the event that plagiarism has been
detected after the award.

5. Notwithstanding the supervision provided to me by Strathmore University, I warrant that any alleged act(s) of plagiarism during my stay as registered student of the University is entirely my own responsibility and the University and/or its employees shall under no circumstances whatsoever be under any liability of any kind in respect of the aforesaid act(s) of plagiarism.

| Signature: | Date: |
PROJECT SUBMISSION FORM

This form must be completed and handed to the Faculty at the time of submission of the two spiral-bound copies of the project.

A. To be Completed by the Student

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID:</td>
</tr>
<tr>
<td>Course:</td>
</tr>
<tr>
<td>Title of Project:</td>
</tr>
<tr>
<td>Word Count:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

B: To be Completed by the Supervisor(s)

<table>
<thead>
<tr>
<th>Name(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment(s) on the Supervision</td>
</tr>
</tbody>
</table>
C: For Office Use Only

This is to certify that Mr/Ms/Mrs…………………………………..has submitted…………spiral-bound copies of project on………………………………at the Faculty/School/Institute.

..............................................................
......................................................

Officer’s Name                                                                 Officer’s Signature