



# East African University Rwanda



## RESEARCH MANUAL

January 2016

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# Chapter 1. Research Policy

## 1.1. Preamble

Research is enshrined as a core activity at East African University Rwanda. Research cannot be treated separately from the other core activities which include teaching and community services. It is primarily in research that the university shows its willingness and capability to generate new knowledge. In formulating this Research Policy East African University Rwanda shows its willingness as a private university to support research and research related activities. However the generation of knowledge in itself though worthwhile is not enough, ultimately this knowledge should be utilizable in the development of new technologies, interventions and strategies as well as responding to current and future needs of communities concerned. Therefore, this Research Policy also has provisions for innovations and collaborations with the private sector, dissemination of information to concerned groups and communities and establishment of structures to promote implementation of recommendations.

Since its inception in 2014, East African University Rwanda has sought ways to establish itself as a leading center of higher learning in Rwanda and the East African region. The university has established formal structures like the Directorate of Research and the Directorate of Quality Assurance, whose core responsibilities include the promotion of research in the University and upholding of the principals of quality research practices.

As most private and public universities in Rwanda and the East African region, much of the focus has been on teaching and to a great extent community services particularly in East African University Rwanda. Research has only been conducted by final year undergraduate students and Postgraduate students. This has unfortunately resulted in many downsides including that academic staff are not engaging themselves in research activities and in effect not publishing, students required to conduct research do not give it the attention it deserves resulting in an at best average quality of research reports and dissertations.

In achieving its goal of being a fountain of knowledge and producing holistic and all round graduates who will become vanguards of change in the community, East African University Rwanda through its Directorate of Research will enforce the regulations outlined in this policy, For God and Our country.

## **1.2. Objectives of the Policy**

The objectives of this policy are:

- To promote integration of research into all the university's activities and to support the nation's development strategies.
- To provide principles and guidelines governing research conducted at East African University Rwanda by staff and students associated with the university.
- To create a favorable environment for staff and students at East African University Rwanda to conduct research, encouraging the involvement of stakeholders such as personnel and external bodies (funding agencies, partners or sponsors)
- To ensure that research activities are recognized and even encourage research development within the university in cooperation with the National Research Council and other regional and national research bodies.
- To ensure that research is disseminated in a way which helps maximize the presence the university on the local, regional and international arenas

## **1.3. University's objectives**

The mission of the University is to transmit quality knowledge, conduct research and provide community service to Rwanda, the region and the world at large. This mission is pursued through market demand driven programs, to instill in the students the ability to assume responsibility in their future careers in the society. The University acts as a vehicle of social-economic development. This mission is to be realized through hard work, quality assurance and excellent performance by students and the entire staff. The University is committed to developing highly qualified graduates with competence in promoting and managing social economic development at all levels of the economy, regional, national, public and private sectors. This is achieved through:

- a) Providing market demand driven curriculum that equips students with both theoretical and practical tools necessary for analyzing and solving economic, social, cultural and development problems
- b) Providing a broad based knowledge through interdisciplinary curriculum.
- c) Maintaining close ties with social economic institutions (central and local government, banks, industrial sector, private sector, companies, non-profit organizations among others) that can provide not only inputs for periodic curriculum review but also opportunity for field attachments for students.
- d) In its strategic plan, the University set up a Department of research, publications and post graduate studies. The Department is charged with the responsibility of coordinating the implementation of the University research and publication policy, forgoing intra and inter-institutional collaboration in research, preparation of the University plans and budgets, solicitation of research funds, coordination of internal and external dissemination of research findings. The functions of the Department further include policy coordination of postgraduate programmes in terms of quality control and assurance, vetting of academic programmes and programme structures, coordination of admissions and ensuring adherence to the delivery of approved programmes of study.

#### **1.4. Research priorities at East African University Rwanda**

- 1.4.1. The vision of the University is to initiate and enhance research on issues that are relevant to the current and future well-being of the university, community, country and region.
- 1.4.2. The University through the individual schools shall periodically revise its Research priorities in so as to respond to the needs and development within the region.
- 1.4.3. Since the University is located in a volatile war prone region that is grappling with the impacts of climate change, high prevalence of infectious diseases, poor public health and low food security, the following priority areas shall be promoted in the disciplines of IT, Environment, Education, Tourism, Natural

Sciences, Agriculture, Business and Management, Social sciences, Industrial and Fine Art.

- 1.4.4. Climate Change; whereas the University may currently lack the technology and know-how to conduct state of the art climate research, efforts will be made to achieve this through capacity building, infrastructural development and collaboration with other universities. However the university should handle issues related to the impacts of climate change and investigating ways of adapting to climate change for instance cultural solutions; local solutions and mitigation of the supposed causative effects of climate change such as initiating or supporting projects that deal with the use of renewable energy.
- 1.4.5. Food Security; Food security is about providing access to sufficient, safe, nutritious food for people to maintain a healthy and active life. The university shall initiate programmes especially through the natural sciences, Agriculture and environment disciplines that will explore the utilisation of new technologies to combat the issue of low food security.
- 1.4.6. Peace and conflict resolution; The Great lakes region and Nile basin region is a volatile region that has been plagued with decade long wars. The region is also prone to conflict due to dwindling natural resources like water and abundant natural resources like Oil. However the resolution of such conflicts could be greatly strengthened by provision of research backed solutions
- 1.4.7. Public Health, the University shall seek to promote health within the region through research organized efforts and generate information through research that will be used to inform the choices of individuals, the society, general public and communities.
- 1.4.8. Poverty Alleviation, the University shall seek to establish research backed solutions to poverty reduction within the region and Africa as a whole. This shall be primarily achieved by focusing on vulnerable groups like children, and women by addressing issues like , universal education, unemployment, low cost housing.

## 1.5. Organizational framework and support available for research activities

- The Directorate of Research will be charged with the duty of running the activities of the **Research Office**.
- The **Research Office** shall be actively engaged in activities designed to attract funding and collaboration opportunities for university research both for staff (leading to staff development) and postgraduate students.
- Research funds shall be administered through the University Research Fund in collaboration with the University's finance office as an investment that is intended to maximize a range of outcomes that the University expects to result from staff and student research. This includes funding attracted by the **Research Office**, staff and students of the University.
- The Directorate of Research shall maintain a supervisory role over the research departments and committees of the individual schools within the university.

## 1.6. Principles and Guidelines

University staff and students shall be free to select the subject matter of their research, to seek support from any source for their work, and to form their own findings and conclusions. These findings and conclusions should be available for scrutiny and criticism as required by the University's Policy on research.

For matters of clarity, research work will be sub-divided into four levels;

- i) Post Doctoral Research
- ii) Doctoral Research – i.e. Dissertation Level that will either be taught or a Research degree.

iii) Post Graduate research (Master of Arts, Masters of Sciences, or Post Graduate Diploma) – i.e. Thesis level that will either be taught or a research degree.

iv) Undergraduate research work that will be solely taught research.

In reference to 6.1a, East African University Rwanda research programs and / or projects will be sub-divided into three categories with exceptional of (iii) and (iv) that will remain purely academic research and for the purpose of attaining academic skills. The categories will be as follows:-

- i) Academic Research
- ii) Commercial Research – i.e. Consultancy work
- iii) Individual Research

Academic Research may be funded externally or internally – i.e. with grants, scholarships or donations. The **Directorate of Research** will constitute a committee that will therefore determine the remuneration depending on terms stipulated in Memorandum of Understanding or under the provisions under which a grant was secured between the funding agency or partner, and East African University Rwanda.

Where research is of commercial – i.e. in form of a consultancy and fees are paid to the researcher hereinafter referred to as a Consultant working under East African University Rwanda , and therefore, can be categorized as paid consultancy work. There will be 10% contribution of the total amount paid by the ordering research entity to East African University Rwanda subjected to East African University Rwanda Financial regulations.

Where research on postgraduate level attains categories ii and iii (6.1b), the Directorate of Research and / or Dean of School where the researcher is affiliated will determine funding contribution to East African University Rwanda subjected to its financial regulations.

where University facilities are utilized in case of 6.1b (iii) – i.e. computer laboratories, agricultural demonstration centers, science laboratories, studios, water, power, internet

facilities, libraries, etc, the University Accounts office will determine the contribution for tear and wear to be paid by a participating researcher.

Research work should be conducted in such a way as to promote a mentoring and apprenticeship approach by

- i. Senior research staff working with junior members of staff and graduate students on research projects and programs.
- ii. Senior members of staff involved in research working with junior staff members to publish findings in locally, regionally and internationally recognized media.

Supervisors and supervisees shall during the research process follow the guidelines stipulated in this document and guidelines set by the school of graduate studies to ensure harmony, quality and timely completion.

Supervisors shall be appointed by the concerned school (sub) committees on research.

Supervisors for Doctoral and Masters Students shall possess a doctoral level degree; for Bachelors and Diploma students a Masters level degree.

Academic members of staff are required to undertake research alongside, all academic and administrative responsibilities.

Each Department shall be required to develop and implement its own research plan. These plans are to be drawn up by Heads of School/Directors in consultation with the Research Office.

Academic staff members are required as part of the development planning process to prepare a research plan and to review that plan annually in consultation with their Head of Department. This plan should include such issues as research objectives, opportunities for collaboration, timetables and expected outputs.

Heads of Department shall ensure that newly appointed staff is familiar with research evaluations, research training and funding opportunities and the importance of publishing in suitable venues, both within the University and external to it.

Students and staff who choose to violate professional ethics in conduct and dissemination of research as established by the University Research Committee shall be referred to the University Disciplinary Committee for further action.

### **1.7. Research Committee**

The University shall constitute a Research Committee hereinafter known as the University Research Committee (URC) whose responsibility will be to formulate policies and guidelines for research, publications and innovations at East African University Rwanda. The committee will also supervise the activities of the Directorate of Research (as concerns adherence to university policies).

The research committee shall constitute of an executive committee consisting Committee(URC) members selected from the University council (1), Deans of schools, Graduate School (1), Directorate of Research (1), Library (1) and the Deputy Academic Registrar (In-Charge of Academics) (1).

The University Research Committee (URC), chaired by the Deputy Vice Chancellor (Academic and Research), is the University's senior research management organ. It shall advise the Academic Board on research strategies to be pursued, develop policy (including issues in postgraduate student research and scholarships) and review progress in these areas.

Schools shall establish research (sub) committees to support the research activities of their staff, postgraduate and undergraduate thesis students.

Research (sub) committees shall be responsible for appointing individual staff members to supervise undergraduate and graduate research in accordance with University policy on graduate studies.

School level research (sub) committees shall be formed by Deans to advise the URC and their own schools.

The Research Office shall ensure that the School research (sub) committees are active. It will also provide assistance to the URC in monitoring external research policy developments.

## **1.8. Dissemination**

School heads shall ensure that staff with qualifications of Masters level and above produce at least one publication annually in peer reviewed journals or in recognized national media forums.

Doctorate students shall be required to publish at least one peer reviewed article before they graduate.

Graduate and undergraduate candidates shall be required to publish their research reports in formats approved by the University Research Committee.

Members of staff involved in all forms of research as defined in 6.1b (iii) shall conduct public talks, seminars or conferences on the same to the university community.

Every department shall be responsible for dissemination of research undertaken within it.

Each department shall organize opportunities for its staff and students to showcase their research work through seminars, public lecturers, articles, papers and posters etc.

Online publications shall also form a major part of research publications by the concerned department.

8.1 The outcome of any research project must be communicated with clarity, especially with the practice implications and for the future research.

### **1.9. Development of research skills**

Heads of Department shall be responsible for ensuring that postgraduate research and undergraduate research requirements comply with University policy.

Heads of Department shall enforce approved guidelines for disseminating postgraduate and undergraduate research.

The University Research Committee shall periodically recognize persons or departments that exhibit exemplary efforts in research through the establishment of awards, research chairs and centers of excellence.

The Research Office shall organize public lectures provided by visiting scholars, and members of staff.

The Research Office shall in collaboration with schools organize conferences and public debates on matters of institutional and national importance.

### **1.10. Implementation, evaluation and review of the policy**

This policy shall be implemented and reviewed periodically by the University Research Committee.

The University Research Committee may periodically supplement to this policy in accordance with other University policies subject to approval by the university council.

## Chapter 2. Research Procedures

All registered research students must comply with the University's requirements for progression on their research programme.

Students at both undergraduate and postgraduate levels are expected to complete and submit a thesis as a partial requirement of their award.

### 2.1. Standard procedures for doing research at the university

For candidates whose first language is not English, the University requires evidence of acceptable competence in the language to be submitted at the time of application. Otherwise such students are expected to take the pre-university course in English language .

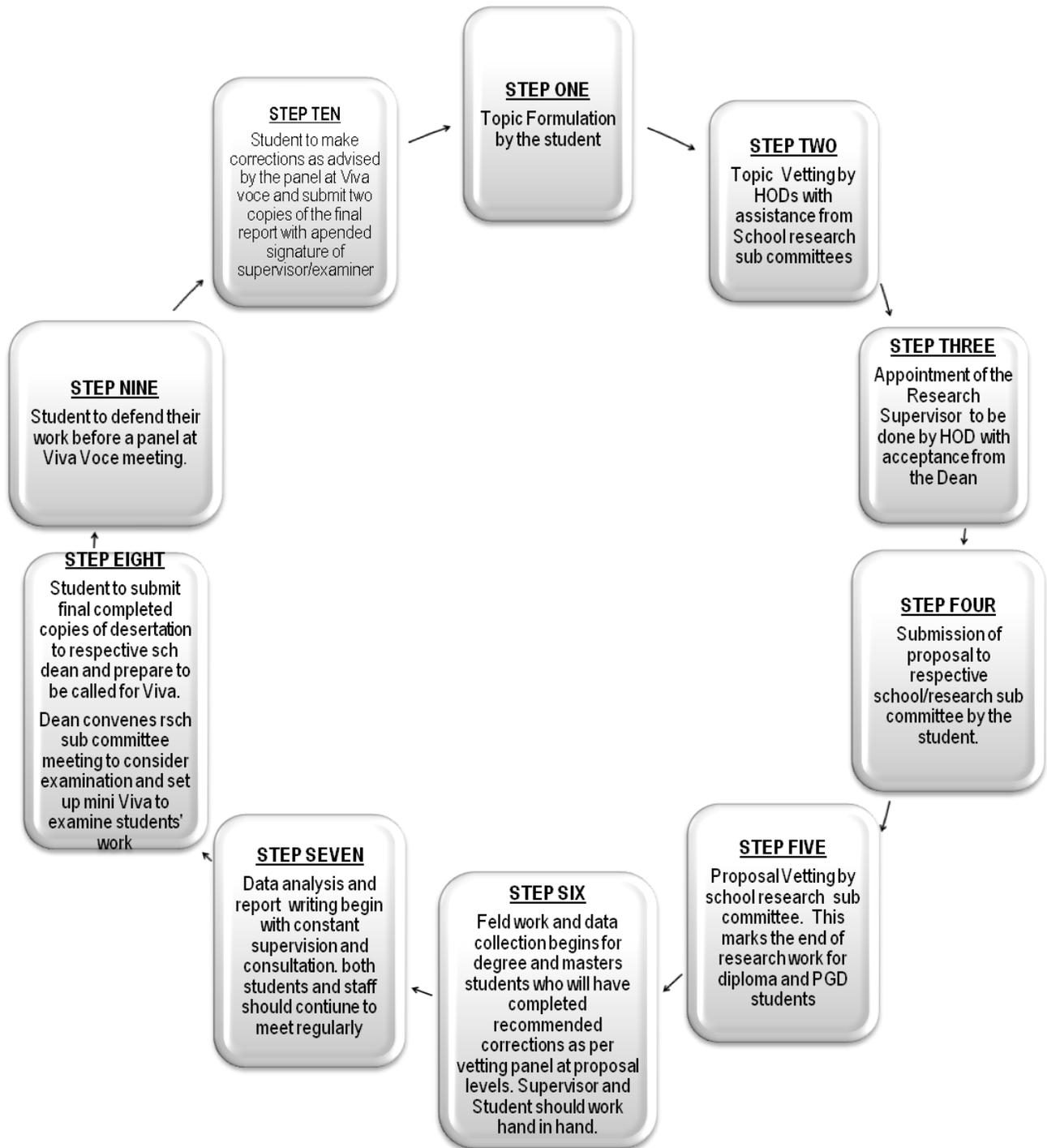
Students are required to maintain regular contact with supervisors.

Full time Undergraduate and Postgraduate students should meet supervisors at least **Four Times a month**. Weekend, Distance, and In service students should meet with their supervisors at least once during face to face sessions and regularly at least once a week using other means like email and video conferencing.

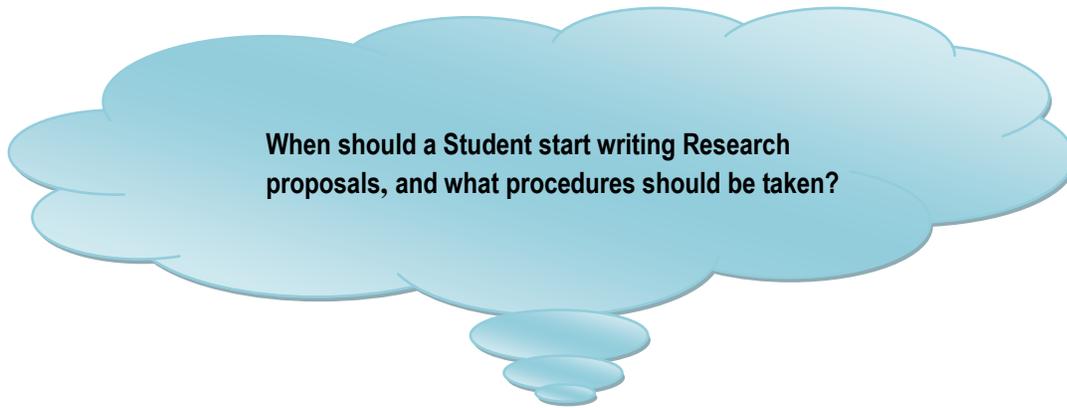
The University requires that research students should record and confirm the outcomes of meetings through periodic progress reports. Graduate students may submit a progress report once **every 2 months**; undergraduate degree students may submit a progress report **once a month**.

Below is a step by step guide for all students and staff about "how" to carry out academic research at the university. The following steps illustrate the steps to be followed when doing Research at East African University Rwanda.

## 2.2. Step By Step Guide For Doing Research



The following questions further guide the students on the procedure to follow when doing research at the university.



Students are expected to take note of the following:

- i. Formulate research topics in areas of their interest particularly related to their course. It is expected that after their research methods lectures, students can ably formulate research topics and there after start writing their proposals.
- ii. Submit a write up including the tentative research topic, tentative Statement of the problem and a tentative aim of project to their individual schools' research subcommittee for approval these should be addressed to the Dean who is the substantive head of the school's research sub-committee.
- iii. Start preparing their research proposals immediately after completing their lectures on Research Methods in the second year/first semester.
- iv. Students are expected to adhere to all recommendations that may be given by the school research sub-committee about their research.
- v. The University requires that students take responsibility for keeping their research project on track so that it is completed within the normal time-scale prescribed by their candidature.

It is required that academic problems with the research project should be promptly brought to the attention of the academic supervisor or the

supervisory team so that they can provide support. It is also required that non-academic problems with a bearing on the progress of the research (e.g. financial, social, domestic, or health problems) should be brought promptly to the attention of the supervisor or supervisory team.



- i. Research sub-committees will receive research proposals or topics submitted by students of their respective schools and vet them. The student must therefore receive written clearance from the School Dean before proceeding beyond the proposal stage.
- ii. The Research sub-committees may advise a student, especially where the research topic or study is not relevant or ambiguous. Recommendations given by the Research sub-committee **MUST** be heeded for the successful completion of the Research.



- i. The Research sub-committee will officially appoint a Supervisor to supervise a particular student, once it approves his or her research topic. The appointment

letter should clearly state the name of the student to be supervised and the area of the study). (see template of appointment letter at the end of this section)

- II. The Appointed Supervisor is also required to officially write to the Research sub-committee accepting the appointment. This should be copied to the Directorate of Research (see template of acceptance letter appended at the end of the section).



**What is the Role of Supervisors and  
procedures for supervising research students?**

- I. Supervisors are required to be available and closely supervise their students throughout the research proposal writing process;
- II. Supervisors should see to it that students complete writing and submit their Research proposals earlier or before the end of the semester( details of the contents of the research proposal are given in section II of this manual)
- III. Undergraduate Students proposals and Research reports will be evaluated and graded by the school research sub-committee
- IV. For Degree students, Supervisors are required to make progress reports stating the progress made by students and give their final remarks.
- V. Supervisors are required to submit Progress reports together with the Students' research proposal to the Research Sub-committees for vetting(see template of the Progress report at the end of the section)

- VI. In case of need for supervisor changes, the Research sub-committee basing on the Progress reports submitted, then decides to appoint another supervisor for the student, or may approve the proposed study to be conducted;
- VII. The Research sub-committee will officially write an introductory letter for a student to conduct that particular study in a specified study area, community or institution (see template of the introductory letter appended).
- VIII. Further at this stage, Supervisors are required to be available and closely supervise their students while conducting their research in the field;
- IX. Students are required to produce their research reports at the end of their research , and submit them to their respective school deans with a submission letter attached (see template for submission letter appended)
- X. Please note, that The Schools will be required to give an opportunity to their students to defend their research work to avoid duplication and inconsistencies.



How is the student's Research Work examined?

**Note:** Although both undergraduate and postgraduate students go through the Viva process, **ONLY** postgraduate students are required to have external examiners. Note further that;

- i. The regulations of the University require that all research degrees are examined by two examiners, at least one of whom must be external (except in the case of staff candidates where both examiners are external). At undergraduate level, the STUDENTS WORK WILL BE EXAMINED WHEN presented at the Viva meeting.

- ii. At postgraduate level, the University requires that examiners should be demonstrably research-active in relevant fields. Examiners should be independent of the project and otherwise meet the criteria set out in the University's research policy for Examiners of Research work. Members of the supervisory team are explicitly excluded from acting as examiners.
- iii. The University requires that Heads of Schools/deans should be responsible for the nomination of examiners for research degrees (for Masters degrees). Heads of Schools should consult the supervisory team about possible nominees for external examination.
- iv. Nominations should be made to the school Dean through the individual schools' research sub-committee. The dean of the school should check that the examiners meet the requirements set out above and, if so, approve them on behalf of the school.
- v. Once nominations have been approved, the research sub -committee through the school dean will send a letter of appointment along with relevant information including institutional assessment criteria for the award and the University's Handbook for Examiners of Research Degrees.
- vi. The University requires that, prior to the viva, examiners make preliminary written independent reports on the thesis, which should be sent to the individual schools' Office.



Administrative documents involved in the research process include all the letters written to facilitate the research process as explained in the earlier sections. They are:

- i. Letter appointing research supervisor/examiner
- ii. Acceptance of appointment to supervise student
- iii. Report of progress for undergraduate students
- iv. Introductory letter to start field work
- v. Submission of Research proposal/ Report

## **2.3. Guidelines for writing research proposals**

### **Introduction**

According to the East African University Rwanda undergraduate's Regulations, Research Proposals for undergraduate programs should not have more than 12 pages, those for Masters program (in case it in place) should not have more than 15 pages and those for PhDs (in case it in place) should not have more than 25 pages. References are for Undergraduate, Postgraduate Diploma and Masters, whereas Bibliography is for PhDs. In all cases, the writing is one and half-spacing font size 12 in Times New Roman. On an A4 page, with page numbers in the bottom margin right aligned. The candidate should submit five spiral bound copies to the vetting committee.

### **The contents**

The contents of the proposal should be as follows in the same order. It should also be noted that these should not be chapterised. Each section should be given due importance when writing the proposal.

#### **Table of Contents**

1. Introduction to the study
2. Background to the study
3. Statement of the problem
4. Scope of the study
5. Definition of terms
6. Purpose of the study

7. Objectives of the study
8. Review of Literature
9. Research questions/hypotheses
10. Significance of the Study
11. Theoretical Frame work/conceptual framework
12. Research Methods
13. Tentative Table of dissertation Contents
14. Anticipated Constraints
15. Ethical Considerations
16. Documentation\*
17. References\*\*
18. Work plan
19. Budget Estimates
20. Appendices

\* The style of documentation should either be In –text, Footnotes or Endnotes. Choice of Style should clearly be specified.

\*\* List references in APA format alphabetically by authors' last name. The bibliography of the proposal should not be long but sufficiently indicative of the sources the researcher is going to consult.

## **Explanatory briefs on the elements of the research proposal**

**1. Title of Topic of the Research proposal:** this is the most essential representation of a research proposal as it describes accurately the content of research, and in away, it delimits the scope of the study. It is recommended that it should be clear and precise and not very long.

**2. Introduction to the Study:** This is a brief description of what the research proposal is about. It should not be confused with the background of the study.

**3. Background to the Study:** The choice of a specific subject for research begins in its wider context, comprising a

variety of issues. This background (or context) helps to understand the specific problems addressed by the researcher. The various elements considered at this stage should be related among them to show how they lead to the problem that is going to be isolated and treated by the researcher.

**4. Statement of the problem:** Against the above background the research isolates the problem that he/she finds to be particularly crucial and needs to be looked into. Isolating the problem entails stating it in clear and specific terms, as much as possible at this initial stage. This delimitation helps the researcher to manage and deal with it effectively. Stating the problem of study could be said to involve stating “how things are” and “how they should be”. Or simply, “the situation is this or that and yet it ought to be like this or that.”

**5. Scope of Study (time /space or geography or disciplinary):** the scope of the study refers to the boundaries or limits within which the study needs to be kept. The reasons for such limits may be geographical, historical, ideological, person or any other. The researcher focuses on the precise issue he/she

intends to consider. This helps the researcher to focus and exhaustive.

**6. Definition of Key Terms:** In most cases, there are main terms related to the study that require to be specified or clarified in order to provide a correct understanding of the study on the part of the reader. These terms need to be defined precisely and concisely and should not be necessarily a dictionary definitions but a researcher’s definition; the way he or she understands it.

**7. Purpose/Aim/Objective of the Study:** In the traditions of East African University Rwanda, the three terms are held as synonyms, although we are aware of different applications in different situations. The purpose or objectives describe the final target that one foresees to reach in one’s study. In a number of cases there is a general objective that entails smaller objectives, called specific objectives. They also need to be stated clearly and precisely.

**8. Review of Literature:** The researcher review a sample list of literally sources closely related to the research topic. This list of sources does not have to be exhaustive, but should be adequate to demonstrate the existing

gaps or problems. For each source, the researcher briefly mentions and relates the major ideas raised to the problem, identifies or highlights the gap /lacuna and states what one intends to add. This is crucial to the authenticity of the research because it points to the novelty of the contribution of the researcher vis-à-vis the contribution of the reviewed sources.

### 9. Hypothesis/Major

**assumptions/Research Questions:** A researcher always posits a possible solution(s) to the problem envisaged and this is called Hypothesis for quantitative researchers. A hypothesis is a provisional supposition put forth to account for known facts, and to serve as a starting-point for further investigation by which it may be proved or disapproved. Hence a hypothesis is an assumption of causality, a proposed interconnection among phenomena, a tentative solution to be verified by the researcher's investigation. In a single study, one can have a number of hypotheses, although it may be easier to have one.

### 10. Justification/Motivation/Rationale/

**Significance:** Any study should serve to involve the significance of the study, rationale or motivation.

### 11. Theoretical/Conceptual

**Framework:** In nearly all studies, there are grand theories or ideas which act as an internal structure of the study. This structure gives the study a “logical frame” or a logical explanation, particularly because, most studies are only additional to the already existing body of knowledge and not the first ones. Therefore, every study is depending on previous studies whose ideas are already known. These ideas, especially if they have been significant and have had extensive influence in their domains, serve to support the fresh ones. Moreover, every study relates to theory, either to negate it or confirming it to improve upon it. Whereas the theoretical framework tends to refer to the theoretical critique with a view to identifying the most appropriate to one's study, the conceptual framework tends to refer to the diagrammatic presentation to the logical flow of the ideas presented in the dissertation.

**12. Research Methodology (Methods, Design, Instruments, etc):** under this section the researcher precisely explains the steps he/she intends to follow to accomplish the research. The description of one's methodology should not be so generic as to apply to any research; it should be fairly specific, showing particularly how a researcher is going to handle each stage and area. In the case of doctoral research, it is expected that the research is elaborate. This section is crucial to the study because the objectivity or believability of the results should depend on the results.

**13. Content:** The researcher gives a tentative outline of the table of contents of his/her work. This is the Blue print. It is very core.

**14. Anticipated Constraints (if any)** Research activity may be affected by different problems which could be either political or financial or security or ethical or lack of relevant sources. These problems may undermine the work-plan or even the objectivity of the results of the research. Some problems may be superfluous and coincidental and may not be mentioned, but those seen to

have the potential to affect the believability of the research should be mentioned. Also, when carrying out research, it is important that the researcher respects other human beings. For instance, human beings cannot and should not be used as guinea pigs. Besides, they should, with informed consent give information, much as bribery should be avoided. Above all, the researcher should be honest and use objective methods to arrive at the desired results. Otherwise, if not respected, ethical consequences have a potential of affecting the researcher itself and the people for whom it is supposed to serve as well as those doing research.

**15. Ethical Considerations:** The Researcher has to observe research norms.

**16. Documentation:**

**Footnotes/Endnotes/In-text:** The research proposal has notes grouped together at the end of it (i.e. endnotes), while it is recommended that in the dissertation the notes should be at the foot of each page (i.e. footnotes). The notes need to be accurately compiled according to our University regulations.

Precise presentation of footnotes which may include references is a good indicator of the researcher's believability and commitment to a scientific approach.

**17. References/Bibliography;** The bibliography of the proposal should not be long but sufficiently indicative of the sources the researcher is going to consult. References are the list of sources that have been specifically cited or referred to in the dissertation and it needs to be more substantive. The sources in the references must be meticulously compiled according to the University requirements.

**18. Work Plan:** The work plan shows the specific time which specific tasks are to be completed (or time framework). It could be shown in terms of weeks or months or even days. For most funded researchers, a work plan is a must because they want to know how far they can go; and for busy people working with the researcher like supervisors, they want to know how the researcher is likely to proceed so that can also plan accordingly. It is also important to set targets because they propel one's pace.

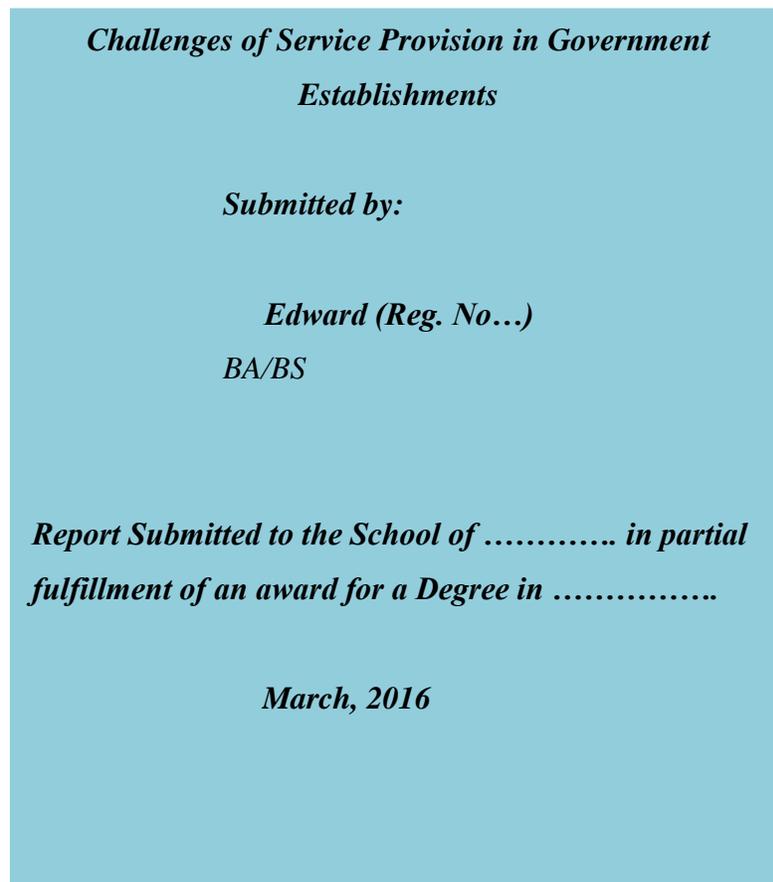
**19. Budget Estimates:** These are planned costs of the research although they rarely refer to the income. It is important that these estimates are realistic because, apart from suggesting the value of the research, they may be easily supported by the donor if he/she finds the research interesting.

**20. Appendices (authority letters, letters to respondents, interview guide, questionnaires, indexes, Word list, etc):** In case the researcher plans to use questionnaires, he/she needs to attach a sample here. Likewise, any other item that does not fit under the above topic and that needs to be mentioned should find its place here.

## **2.4. Guidelines for Report writing**

### **A. Title Page**

The Title Page should have the Topic, Author's Name with registration number (Undergraduate) and qualifications (Postgraduate), and the reason for which it is being submitted, the month, and year in which it is submitted. e. g.



### **B. Style, layout, and page formatting**

All text on the title page is centered vertically and horizontally. The title page has no page number and is not counted in any page numbering. On A4 size pages, the following should be observed.

Left margin: 1½”

Right margin 1”

Top margin 1”

Bottom margin 1”

Pages are numbered at the bottom right. There should be 1” of white space from the page number to the bottom of the paper. Numeric page numbering begins with the first page of Chapter 1. Preceding pages may be numbered with Roman Numerals.

### **C. Binding**

Spiral binding is the recommended type binding for a research report during examination process. Hard Cover binding should be used at Submission.

### **D. Preliminary Pages for Degree/Masters/Doctorates (pages numbered in roman numerals)**

I. Cover Page (Not numbered)

II. Title Page (Not numbered)

III. Declaration and Copy right

IV. Dedication (optional)

V. Acknowledgement

VI. Table of Contents

VII. Abstract

VIII. Abbreviations and Acronyms

Minimum Requirements

IX. Illustrations

X. Maps

These may or may not be included depending on the study.

This section is paginated using Arabic numerals.

## **E. Chapters**

Major sections of the report shall be included in Chapters. **Chapter One is a General Introduction. It** largely incorporates the contents of the research proposal but written in the past tense. Literature review and research methodology are presented as separate chapters. In this version **Chapter Two is Review of Literature and Chapter Three is Research Methodology. Chapter Four and other chapters** cover Presentation of data (in specified chapter headings) while the **Chapter Five** can be either “**Discussion**” and/or “**Summary of the findings and recommendations**”. Each dissertation should have a **General Conclusion, List of Respondents, References and Appendices.**

## **D. List of Informants**

This follows as primary sources indicating names, age, occupation, address and date of interview.

## **E. References**

List references in APA format alphabetically by author’s last name. The bibliography of the proposal should not be long but sufficiently indicative of the sources the researcher is going to consult.

## **F. Appendices**

Appendices (authority letters, letters to respondents, interview guide, questionnaires, indexes, Word list, etc) include a copy of any actual instruments if used, include a copy of the informed consent form, questionnaire, list of tables, list of acronyms, etc. Likewise, any other item that does not fit under the above topic and that needs to be mentioned should find its place here.

## **G. Report/ Thesis Structure**

### Chapter one: Introduction

- 1.1 Introduction
- 1.2 Background
- 1.3 Statement of the problem
- 1.4 Purpose of the study
- 1.5 Objectives of the study
  - 1.5.1 Major Objective
  - 1.5.2 Specific Objective
- 1.6 Research questions
- 1.7 Scope of the study
- 1.8 Definition of terms
- 1.9 Significance of the study
- 1.10 Anticipated Constraints
- 1.11 Ethical Considerations

### Chapter Two: Literature Review

- 2.1. Empirical Review
- 2.2. Theoretical Framework
- 2.3. Conceptual Framework

### Chapter Three: Research Methodology

- 3.1 Introduction
- 3.2 Research design
- 3.3 Study area and population
- 3.4 Sampling techniques
- 3.5 Data collection methods
- 3.6 Data analysis and interpretation

### Chapter Four: Data presentation, interpretation and analysis

## Chapter Five: General Conclusion

5.1. Summary

5.2. Recommendations

5.3. Suggestion for further research

## POLICY APPROVAL FORM

**Prepared by:**

**Dr Ismael Buchanan, PhD  
Director of Quality Assurance**

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**Approved by:**

**Prof Dr. Solomon  
The Deputy Vice Chancellor (Academic and Research)**

**Signature**\_\_\_\_\_

**Done at Nyagatare on:**\_\_\_\_\_