



**BUSITEMA  
UNIVERSITY**  
*Pursuing Excellence*

**RESEARCH DISSEMINATION  
HANDBOOK**

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**MARCH  
2020**

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## **SECTION 1**

### **Introduction**

#### **1.1.Rationale**

The development of this handbook was necessitated by:

- i. The University is commitment to Pursuing Excellence in Teaching, Learning, Outreach and Research. This pursuit of excellence transcends into the way we conduct research and outreach.
- ii. The Need to address critical societal challenges through research and enable the University towards achieving a strategic development goals;
- iii. To enable the University make research innovations and create significant contributions to the society;
- iv. To Monitor and mentor students to enable them produce high quality academic research;

#### **1.2.Purpose of the guideline**

This handbook shall enable students in compilation and dissemination of research work resulting in easy storage or archiving for future use by both the University and the society.

This handbook not be exhaustive of all the issues that emerge in research but shall be a guide to the students and researchers in the University.

### **1.3. Supervision**

The process of research is conducted with the guidance of the supervisor or mentor. This handbook highlights the roles and responsibilities of supervisors in regards to the research process.

### **1.4. Quality Assurance**

The handbook is a frontline document aimed at creating quality in the process of research, to ensure standards and quality of research at both the Undergraduate and Graduate levels of education.

## **SECTION 2 CONCEPT NOTE**

### **2.1. Introduction**

The concept note is a brief preliminary document presented for discussion into a full project. The concept note outlines the problem, the objectives and the method used to investigate the problem. The main purpose is to highlight an idea about the project in a summarized manner.

### **2.2. Structure**

The concept note has the following sections:

- i. Name of student, Program, Supervisor; Date; Dissertation topic
- ii. Background: – half a page
- iii. Problem statement: – 1 paragraph
- iv. Purpose: – 1 to 2 sentences
- v. Objectives: – 3 to 5 objectives
- vi. Research questions: – 3 to 5 questions
- vii. Scope of the study: – 1 to 2 paragraphs
- viii. Justification: – 1 paragraph
- ix. Significance: – 1 paragraph

- x. Theoretical/Conceptual framework: – half a page
- xi. Literature Review: – 1 page
- xii. Methodology: – up to half a page
- xiii. References: – half a page

The concept MUST NOT exceed a maximum of five (5) pages.

### **SECTION 3: RESEARCH PROPOSAL**

#### **3.1. Introduction**

A research proposal shall mean a document that sets out the topic or problem of research interest, reviews the literature relating to the topic, and presents the methodology for examining specific research issues within that topic.

#### **3.2. Content**

The proposal shall consist of three sections; Preliminary pages, The Main Body and The Appendices.

##### **3.2.1. Preliminary pages**

The preliminary pages are numbered (in Roman numerals), except for front cover and title page which consists of the followings:

- i. Front Hard Cover (Not numbered)
- ii. Title page (Not numbered)
- iii. Abstract
- iv. Declaration (compulsory for degree research)
- v. Dedication (optional)
- vi. Acknowledgement
- vii. Table of Contents

- viii. List of Tables (where applicable)
- ix. List of Figures (where applicable)
- x. Abbreviations or Acronyms (where applicable)

### **3.2.2. Main body**

The main body of the proposal is arranged in the format of chapters which address four (4) components namely: Introduction, Literature review, Methodology and Appendices. The pages in this section are numbered using ordinary numbers.

The content of the main body of the proposal is organized in chapters and ends with a list of references cited in the content of the three (3) chapters of the proposal; each chapter has a specific purpose that contributes to the purpose of study. The main body of the research proposal consists of:

- |      |               |                   |
|------|---------------|-------------------|
| i.   | Chapter One   | Introduction      |
| ii.  | Chapter Two   | Literature review |
| iii. | Chapter Three | Methodology       |
| iv.  | Appendices    |                   |

#### **3.2.2.1. Chapter One**

##### **Introduction**

The purpose of the introduction section is to provide the rationale for the study. The introduction section establishes the research by detailing the importance of the focus area of the study, indicating the conditions of the existing situations relating to the area of study while highlighting the existing gap(s) or problem, and detailing the intervention of the study as a means of solving the problem or contributing to its solution. The introduction moves from the general discussion of the topic to the particular problem being investigated; consequently, the “Introduction” gives the reader the necessary background information.

This chapter shall have specific requirements that must be brought clearly stated, in relation to the problem statement, and the objectives. Students are required to demonstrate a high level of critical thinking and presentation skills in writing and presentation of their arguments. The format of presentation may also change in regards to the respective discipline.

Chapter one shall comprise of;



- i. Background of the study
- ii. Statement of the problem or a Problem Statement
- iii. Purpose of the study
- iv. Objectives of the study
- v. Research questions or hypothesis
- vi. Justification or rationale for the study
- vii. Scope of the study
- viii. Theoretical/ Conceptual framework/Research questions

In Science, Technology, Engineering and Mathematics (STEM) disciplines the above format may be adjusted as:

- i. Background of the study
- ii. Statement of the problem
- iii. Purpose of the study
- iv. Objectives of the study
- v. Justification or Rationale for the study
- vi. Scope of the study
- vii. Theoretical/ Conceptual framework/Research questions

***i. Background to the study***

The background of the study gives the reader an overview of the historical, conceptual and context of the topic of the study. It discusses the existing body of knowledge on the topic, it hints on the problem and places the topic in perspective. It is important for students to articulate content that is relevant and related to the topic of study.

***ii. Statement of the Problem***

The statement of the problem refers to the negative aspect that has been detected and needs a solution in the practical and theoretical world. It should be linked to the national development properties/ framework (Vision 2020), the regional properties (e.g. EAC and AU) and the global sustainable development goals (SDGs). The statement of the problem should be concise-clearly stating the nature of the problem and should be less than one page.

*iii. Main Objective/Aim/Purpose of the Study*

The main objective refers to the general goal of the research by detailing what the research is supposed to accomplish.

*iv. Specific Objectives*

The specific objectives arise directly from the main objective of the study and constitute the definite aims that result into the attainment of the main objective. There must be a method specified for attainment of each specific objective. The objectives have limit, based on the supervisor's advice provided.

*v. Justification/Rationale of the Study*

The justification establishes why the research deserves to be undertaken by indicating its importance and potential threats the research if it is not done.

*vi. Scope of the study*

The scope of the study provides the depth of investigation, sample size, geographical location, time frame, and theoretical coverage.

**3.2.2.2. Chapter Two: Literature Review**

The literature review constitutes an analysis of existing literature on the area of investigation. The objective is to reveal strengths or contributions, weaknesses, and gaps of existing knowledge, technologies, methods and practices. Literature review should be in line with the focus of the study. It should be appropriately related to the topic and objectives, hypotheses, methods and research questions. The different sub-sections of the literature review should present the reviewed information/knowledge related to the topic and objectives of the proposed project in a logical and chronological manner. References of the literature review should be cited in accordance with relevant citation style.

The researcher can take two approaches in presenting the literature review; the descriptive approach and where the students identifies the gaps and ongoing debates around the works of the authors.

### **3.2.2.3. Chapter Three; Methodology**

In this section of the proposal, a detailed description of the selected methods to be used to achieve the objectives is stated and explained. This section must contain the descriptions of the work/investigations/experimental procedures in the case of science based students. The data analysis methods must be clearly mentioned. The purpose of this is to recount what will be done (or what was done) in a straight forward, actual (i.e. authentic), factual (i.e. accurate) manner because some readers may want to use the given procedures to reproduce or test the results that have been presented.

The methodology section comprises of the following:

- (i) Research design: Nature and pattern of the research e.g. historical investigation, descriptive survey, experimental or quasi experimental/ simulation, etc.
- (ii) Research approaches: Qualitative/quantitative
- (iii) Description of the geographical area of the study;
- (iv) Description of the population from which samples will be selected, e.g. categorization/demographics of the population
- (v) Sampling strategies for selecting representative elements/subjects from the population.
- (vi) Data collection methods: i.e. Instruments and procedures used for data collection.
- (vii) Data quality control: Approaches of ensuring reliability and validity of instruments.
- (viii) Measurements: This refers to the formulae or scales used in the study.
- (ix) Data analysis: Procedures for organization and interpretation of the data generated.

In preparation of data for analysis, the raw data is collected by questionnaires, focused group discussions, key informants, experiments, or observations, and an electronic database for the raw data sources is created.

*Note: Both raw data and the analyzed data form should be kept both electronically and hardcopy for further reference and for verification purposes.*

#### ***Materials***

In STEM disciplines, the researcher has to state the materials required to carry out the experiment, study or design of the project. The specifications of the materials elements or chemicals must be stated.

#### ***Analysis Techniques/Procedures***

The researcher must be clear on how they shall analyze the results and findings from the data collected. The students must also be able to explain the design of

experiments/technologies/software and machinery that shall be used to produce the accurate and precise results.

### ***Limitations/ Anticipated Constraints***

Identification of limitations before embarking on a study is a major consideration in ascertaining the feasibility of accomplishment of a study. Anticipated constraints imposed by methods, or location, or situation of research are presented here; the constraints must not be of the magnitude that will prevent the study from being carried out. Constraints may become potential sources of bias in the outcome of the proposed study and the researcher should explain here how the identified limitations/ anticipated constraints will be addressed in the research.

### ***Reference List and Appendices***

This is a collection of all the works are cited in the main body of the proposal. This shall be done in different styles in accordance with reference styles approved by the University.

The appendices are additional supplementary information that supports the content presented in the main body of the proposal. Appendices for the proposal may include the following: Budget, Work plan, Explanatory material, Questionnaires or Interview schedule (where applicable), and other tests to be used.

### **3.3. Format of the Proposal**

The following formatting aspects are considered important in preparation of the Proposal/Final Year Project Report/ dissertation:

- i. Front Hard Cover
- ii. Title Page
- iii. Page layout: Page Orientation (Portrait or Landscape) and Page margins (Top margin, bottom margin, left margin, and right margin);
- iv. Headings/sub-headings (i.e. font type, font size, line spacing, alignment of text, text highlighting - italics, bold or underlining);
- v. General text (i.e. font type, font size, line spacing, alignment of text, text highlighting - italics, bold or underlining);

- vi. Figures, Tables and Equations; and
- vii. References (Choice of referencing method, In-text citation, and Reference list).

### **3.3.1 Formatting of the Front Cover of the Proposal/Final Year Project Report**

The front cover of a Proposal is a green or blue transparent spiral bound cover with an A4 printed paper underneath bearing the details of the cover page on the front cover. The layout and formatting of the content on the front hard cover is as follows:

**i. Name of the University:**

- a. Font Type: Times New Roman, Font size: 24, Line Spacing: 1.5, Alignment of Text: Centered page, Text highlight: Bold and Upper Case (i.e. capital letters).
- b. NB: The Name of the University is written on the first line of the cover page

**ii. Faculty**

- a. Font Type: Times New Roman, Font size: 20, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).
- b. NB: Faculty is written one line below the name of the University.

**iii. Department:**

- a. Font Type: Times New Roman, Font size: 16, Line Spacing: 1.5, and Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).
- b. NB: Department is written one line below the Faculty.

**iv. Type of document (i.e. final year project Proposal, Final Year Project Report)**

- a. Font Type: Times New Roman, Font size: 20, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold and Upper Case (i.e. capital letters).
- b. NB: Type of document is written four lines below the department.

**v. Title of the research**

- a. Font Type: Times New Roman, Font size: 16, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).
- b. NB: Title of the research is written three lines below the type of document.

**vi. Word “By”**

- a. Font Type: Times New Roman, Font size: 16, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Capitalize the Word “By” (i.e. first letter “B” is in a capital and letter “y” is in lower case).
- b. NB: The word “By” is written two lines below the title of the research.

**vii. Name of the candidate**

- a. Font Type: Times New Roman, Font size: 16, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).
- b. NB: The name of candidate is written two lines below the word “By”.

**viii. A statement of where the proposal/Final Year Project Report is submitted and the purpose**

- a. Font Type: Times New Roman, Font size: 14, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and sentence case but with the words of the school/department and degree programme written starting with a capital letter followed by lower case letters).

**NB:** *The statement of where the proposal/report/Final Year Project Report is submitted and the purpose is written three lines below the name of the candidate.*

**The statement of where the proposal/Final Year Project Report is submitted and the purpose is written as below:**

***For graduate degrees (Postgraduate Diploma/Certificates; Master/PhD)***

“This Postgraduate Diploma/Certificates/Master/PhD/Master Proposal is submitted to the Directorate of Graduate Studies, Research and Innovation in Partial Fulfillment of the Requirement for the Award of the Degree of .... of Busitema University”

Or

“This Proposal is submitted to the Faculty of.... in Partial Fulfillment of the Requirement for the Award of the Degree of Bachelor of .... of Busitema University.”

**(a) Month and year of completion/submission of the proposal/Final Year Project Report**

The month and year of completion/submission of the report is written three lines below the statement of where the proposal/report/Final Year Project Report is submitted and the purpose. Month and year of completion/submission of the report is written centered on the page as: MONTH YEAR e.g. JULY 2007

**3.3.2 Formatting of the Title Page of Proposal/ Final Year Project Report**

The formatting of the content on the title page is as follows:

- i. The University Logo with the Name and Motto of the University embedded in the Logo:
- ii. The University logo must depict a circular shape of the gear wheel and not an oval shape; the recommended Logo measuring 1.3” height and 2.96” width is shown below.
- iii. University Logo is aligned on the top left-hand corner of the second line of this page
  
- iv. Type of document (i.e. final year project/master’s Proposal, Final Year Project Report)**
- v. Font Type: Times New Roman, Font size: 18, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).
- vi. Type of document is written four lines below the Logo.
- vii. Title of the Research**
- viii. Font Type: Times New Roman, Font size: 16, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).
- ix. NB: Title of the research is written three lines below the type of document.
- x. Word “By”**
- xi. Font Type: Times New Roman, Font size: 16, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Capitalize the Word “By” (i.e. first letter

“B” is in a capital and letter “y” is in lower case). NB: The word “By” is written two lines below the title of the research.

**xii. Name of the candidate**

xiii. Font Type: Times New Roman, Font size: 16, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).

xiv. The name of candidate is written two lines below the word “By”.

**xv. Registration Number of the Candidate**

xvi. Font Type: Times New Roman, Font size: 16, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).

xvii. The registration number of the candidate is written one line below the name of the candidate and enclosed as: **(BU/UG/2014/5)**

**xviii. Names of academic supervisors of the project**

xix. Font Type: Times New Roman, Font size: 16, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).

xx. The word “SUPERVISORS” in upper case (i.e. capital letters) is written three lines below the registration number of the candidate and centered on the page; and then the names of the supervisors are written in the lines following the word SUPERVISORS, each supervisor’s name on its own line; a 6 pt spacing is provided between the lines where the word SUPERVISORS and the lines where the names of supervisors are written.

**xxi. Month and year of completion/submission of the proposal/Final Year Project Report**

xxii. Font Type: Times New Roman, Font size: 14, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).

xxiii. NB: The month and year of completion/submission of the report is written three lines below the last supervisor’s name. **Month and year of completion/submission of the report is written centered on the page as: JULY 2017.**

In the Appendices 1 find attached a format of the proposal.



### **3.4. Layout and Binding**

Students are expected to bind the proposal document and submit in regards to the layout stipulated.

### **3.5. Referencing**

The reference list is a collection of all the works cited in the main body of the proposal. The referencing style in regards to Sociology and Humanity disciplines is usually American Psychological Association 6<sup>th</sup> Edition, whilst Harvard is preferred STEM disciplines. Students will seek advice from the Faculty on the referencing approach agreed.

### **3.6. Appendices**

The appendices are additional supplementary information that support the content presented in the main body of the proposal. Appendices for the proposal may include the following: budget, work plan, explanatory material, questionnaires or interview schedule (where applicable), and other tests to be used.

### **3.7. Identification of supervisors**

The completion of the proposal has to be done with the support of student supervisor. The process of identification and allocation of the supervisor at the respective levels has unique key requirements.

- i. At the Undergraduate level (Bachelor Degree level) the supervisor is appointed by the Head of Department. Each supervisor is given quotas in terms of students to supervise; quality control shall be adhered in regards to the Quality Assurance standards.
- ii. At Graduate Level (Master Degree level) all supervisors are appointed by the Directorate of Graduate Studies, Research and Innovations (DGSRI) on the recommendation of the Faculty Higher Degrees Committee (FHDC) for a period of one year renewable upon satisfactory progress of the students.
- iii. At the PhD level supervisors are appointed for the duration of the research and renewed basing on the DGRSI approval.

### **3.8. Proposal Submission**

The submission of the proposal must be done prior to continuing with the research report and dissertation. The student must then get approval from the supervisor to go ahead to collect data and then commence work on the completion of the final report/dissertation.

## **SECTION 4 RESEARCH REPORT**

### **4.1 Research Report**

Refers to a report compiled that adds to the existing body of knowledge in the respective discipline. It contains a systematic investigation into a particular academic problem of interest. The results and recommendations are utilized for deriving applications to help resolve the problem. The tense used for writing in this document is past tense. The research report consists of five sections as follows:

- i. Preliminary pages;
- ii. Main body;
- iii. Data presentation and analysis;
- iv. Discussion of the findings, summary and conclusions;
- v. Appendices;

#### **4.1.1. Preliminary pages**

##### ***i. Front Hard Cover of a Final Year Project Report***

The front hard cover of the Final Year Project Report is a black hard cover with gold printed text of the following details in the given order: Name of the University; Faculty; department; Type of document (i.e. Final Year Project Report); Title of the research; Name of the candidate; A statement of where the Final Year Project Report is submitted and the purpose; and Month and year of completion/submission of the Final Year Project Report.

##### ***ii. Title Page***

The title page is the page that immediately follows the front cover; the title page contains the following details: The University logo with the name and motto of the university embedded in the logo; Type of document (i.e. Final Year Project Report); Title of the research; Name of the

candidate; Registration number of Candidate written in Brackets, Names and titles of Supervisors, and Month and year of completion/submission of the Final Year Project Report.

The title should be informative or descriptive clearly indicating the focus and scope of the study while also being concise and catchy. It should contain the key words of the report which should not be more than 20 (twenty) words.

### ***iii. Abstract***

Abstract is a summary of the research report which highlights the type of study, problem addressed, main objective/purpose/aim and specific objectives, methods used in undertaking the research, key findings, conclusions and recommendations. The abstract should preferably not exceed 300 words.

### ***iv. Declaration***

This is where the candidate declares that the work presented in the research Report is his or her own work and has never been presented in any other University or institution for examination for an academic award.

### ***v. Approval***

The approval is written on a separate page; the approval page gives a provision for the supervisors of the research to approve that the report was written under their supervision and is solely authored by the candidate. The supervisors shall approve a report that contains authentic work that is originally done by the author, has academic value and the research report is written following the University's approved formatting guidelines.

### ***vi. Dedication***

The student may dedicate the work to some important person(s) in their life who have been instrumental in their educational journey. The student may mention the name(s) of persons to which the research is dedicated.

### ***vii. Acknowledgements***

The acknowledgement entails recognition of mentors, colleagues, individuals, family members, sponsors, friends, and institutions that supported the research.

### ***viii. Table of Contents***

A Table of contents is generated to show the content of the report and the page numbers for easy reading and referencing.

It is a list of headings, sub headings with corresponding page number starting with declaration page at (i), the title page is not numbered and does not appear in the table of contents.

Every Appendix requires a title and are listed at the end of the table of contents in the order they appear in the report; page numbers are not assigned to appendices in the “Table of Contents”.

### ***ix. List of Figures***

This provides the of captions of figures that appear in the research report with the corresponding pages where particular figures are found in the main body of the report. Each figure must be captioned below it on, with figure numbers shown against each caption; the figures should be preferably numbered sequentially and according to chapters where they appear.

### ***x. List of Tables***

The provides the list of captions of tables that appear in the research report with the corresponding pages where particular tables are found in the main body of the report for easy reading and referencing. Each table must be captioned at the top of the table and with table numbers shown against it. Tables should be preferably numbered sequentially and according to the chapter numbers where they appear.

### ***xi. Abbreviations /Acronyms***

This page provided the abbreviation or acronyms commonly used in the Final Year research Report. All acronyms or abbreviations that appear in the Final Year research Report should be included in this section with their full meanings.

## **4.2.2. Main body**

#### **4.2.2.1. Chapter One Introduction**

*i. Background to the study*

The background of the study gives the reader an overview of the historical, conceptual and context of the topic of the study. It discusses the existing body of knowledge on the topic; hints on the problem and places the topic in perspective. It is important for students to articulate content that is relevant and clearly related to the topic of study.

*ii. Statement of the Problem*

The statement of the problem refers to the negative aspect that has been detected and needs a solution in the practical and theoretical world. It should be linked to the national development properties/ framework (Vision 2020), the regional properties (e.g. EAC and AU) and the global sustainable development goals(SDGs). The statement of the problem should be concise-clearly stating the nature of the problem and should be less than one page.

*iii. Main Objective/ Aim/Purpose of the Study*

The main objective refers to the general goal of the research by detailing what the research is supposed to accomplish.

*iv. Specific Objectives*

The specific objectives arise directly from the main objective of the study and constitute the definite aims that result into the attainment of the main objective. There must be a method specified for attainment of each specific objective. The specific objectives have limit, based on the supervisor's advice provided.

*v. Justification/Rationale of the Study*

The justification establishes why the research deserves to be undertaken by indicating its importance and potential threats if the research is not done.

*vi. Scope of the study*

The scope of the study provides the boundary of the research in terms of depth of investigation, sample size, geographical location, time frame, and theoretical coverage.

### **4.2.3. Chapter Two; Literature Review**

The literature review is an account of what has been studied, published in regards to the topic. This is where the student displays the ability to read through literature related to the topic then goes ahead to present this literature to support his/her argument. A student can take two approaches in presenting the literature, in which makes use of descriptive approach of the authors work. The other approach is where the students tries to identify gaps and ongoing debates in the works of the authors. The review of literature at the post graduate level is more rigorous basing on the respective disciplines.

### **4.2.4. Chapter Three Methodology**

In this section of the proposal, a detailed description of the selected methods to be used to achieve the objectives is stated, explained. This section must contain the descriptions of the work/investigations/experimental procedures in the case of science discipline based students. The data analysis methods must be made clear. This purpose of this is to recount what will be done (or what was done) in a straight forward, actual (i.e. authentic), factual (i.e. accurate) manner because some readers may want to use the given procedures to reproduce or test the results that have been presented.

The methodology section comprises of the following:

- i. Research design: Nature and pattern of the research e.g. historical investigation, descriptive survey, experimental or quasi experimental/ simulation, etc.
- ii. Research approaches: Qualitative/quantitative
- iii. Description of the geographical area of the study
- iv. Description of the population from which samples will be selected, e.g. categorization/demographics of the population
- v. Sampling strategies for selecting representative elements/subjects from the population.
- vi. Data collection methods: i.e. Instruments and procedures used for data collection.
- vii. Data quality control: Approaches of ensuring reliability and validity of instruments.
- viii. Measurements: This refers to the formulae or scales used in the study.
- ix. Data analysis: Procedures for organization and interpretation of the data generated.

In preparation of data for analysis, the raw data is collected by questionnaires, focused group discussions, key informants, experiments, or observations, and an electronic database for the raw data sources is created.

*Note: Both raw data and the analyzed data form should be kept both electronically and hardcopy for further reference and for verification purposes.*

#### **4.2.5. Chapter Four Results and Discussion**

This chapter must present the results of the primary research; this must be in detailed quantitative models, hypothesis testing and some basic descriptive statistics. The key purpose of this this section is the presentation of data and these must be organized in a clear, logical and coherent manner. Interpretation and explanations of the data are to be contained in this section.

The purpose of the results section is to indicate consistent and non-consistent observations by highlighting the overall observations, to indicate specific observations, and to accounting for the observations made. Graphics - such as pie-charts, line graphs, column graphs, bar graphs, tables, pictures, etc. - are often used in presentation of results to indicate the relationships of the parameters that have been investigated in the study.

The purpose of the discussion section is to: highlight the overall research outcomes, and explain and interpret specific outcomes of the study. The overall outcomes can be highlighted by indicating the trends/tendencies/developments that have been shown by the results. Supporting details are formulated to explain and interpret the specific outcomes of the study by doing the following:

- (i) Identifying the specific outcome,
- (ii) Interpretation of the outcome,
- (iii) Indication of the significance of the outcome,
- (iv) Comparison and contrast of the present and previous outcomes, and
- (v) Indication of the limitations of the outcome.

#### **4.2.6. Chapter Five Conclusions and Recommendations**

The conclusions state the practical implications of the research output and recommendations of further study required in the area under consideration. Conclusions that can be drawn from the results and discussions presented in the study will be presented in relation to the following aspects:

- i. An indication of the context and significance of the information derived from the study, a conclusion is presented as a clear and concise summary of the main points with reference to the original aim/ purpose of the study;

- ii. Following the author's judgment/evaluation, to indicate the application of the results obtained in the study by detailing the advantages and limitations of the findings of the study;

The conclusion(s) must be related to, and resulting from, the material which appears in the report; the Conclusion is linked to the Introduction of the study and puts the findings of the study into perspective without introducing any new material.

Not all reports include recommendations, but if required, recommendations should be derived from the conclusions of the study; the recommendations are important to those who must act on the findings of the study. Therefore, the writer may include a brief persuasive statement before presenting the recommendations. The recommendations should be clearly listed in numbered or bulleted points. Recommendations may involve the following:

- i. Strategies, procedures or techniques for solving the problem(s) that you have been identified through your study, and

An indication of further work which needs to be completed

### **Reference List and Appendices**

The reference list is the listing of all the references that are cited in the main body of the proposal.

### **Appendices**

The appendices are additional supplementary information that supports the content presented in the main body of the proposal. Appendices for the proposal may include the following: budget, workplan, explanatory material, questionnaires or interview schedule (where applicable), and other tests to be used



## **SECTION 5**

### **FORMATING OF REPORTS**

#### **5.1. Page Layout of the Proposal/Final Year Project Report/Dissertation Document**

The page layout of all the sections of the proposal/Final Year Project Report is described by the page orientation and page margins.

##### **5.1.1. Page Orientation**

The document must be typeset on A4 paper size in portrait page orientation for both the preliminary pages and the main body, and also the appendices. In case some parts of the main body and/or appendices have large size content in tables or figures that don't fit well in portrait page orientation, then that particular section of the document will be segregated into a separate section which can be put in landscape orientation so that they large size content can fit in a page. However, the general binding of the document must be in portrait orientation.

### **5.1.2. Page Margins**

The preliminary pages, main body, and appendices of the Final Year Project Report/ proposal must be typeset on A4 paper size and the portrait page orientation will be generally used. The following page margins should be used for the general layout of the report:

- Top Margin: 1.0”
- Bottom Margin: 1.0”
- Left Margin: 1.2”
- Right Margin: 1.0”

The left margin of this this portrait page orientation is larger to allow for easy binding of the document.

Some pages or sections of the Final Year Project Report/proposal containing large size content in tables or figures may be oriented in landscape page oriented The following page margins should be used for the general layout of any section of the report that has been oriented in landscape page orientation:

- Top Margin: 1.2”
- Bottom Margin: 1.0”
- Left Margin: 1.0”
- Right Margin: 1.0”

The top margin of this landscape page orientation is larger to allow for easy binding of the document.

## **5.2. Formatting of Headings and Sub-Headings**

The main body of the report will be organized in chapters followed by the list of references; each chapter will be sub-divided into three levels of headings, i.e. level 1, level 2 and level 3 designated as 1.,1.1., and 1.1.1, respectively.

### **5.2.1. Headers of Preliminary Pages and Chapters**

One of the level 1 headings is the heading that starts the chapter by giving the chapter number and focus e.g. **CHAPTER ONE: INTRODUCTION**

#### ***First Level Headings***

- Level 1 heading are of two types,

- One of the level 1 headings is the heading that starts the chapter by giving the chapter number and focus e.g. **CHAPTER ONE: INTRODUCTION**
- The second level 1 heading is one under which the preamble of the chapter is written i.e. **1.0 Introduction**.
- The two types of level 1 headings have the following formatting:
  - **Start of chapter heading e.g. CHAPTER ONE: INTRODUCTION:** Font Type: Times New Roman, Font size: 12, Line Spacing: 1.5, Indentation: 0”, Alignment of Heading: Centered on top of the page, Text highlight: Bold, and Upper Case (i.e. capital letters).

**5.2.1. Heading for preamble of chapter e.g. 1. Introduction:** Font Type: Times New Roman, Font size: 12, Line Spacing: 1.5, Alignment of Heading: Left aligned (i.e. indentation: 0”), Text highlight: Bold, and sentence case (i.e. only the first letter in the sentence is capitalized)

### *Second Level Headings*

Font Type: Times New Roman, Font size: 12, Line Spacing: 1.5, Alignment of Text: justified, Text highlight: Bold, and Upper Case (i.e. capital letters).

- Level 2 heading e.g. **1.1 Background**, has the following formatting:

Font Type: Times New Roman, Font size: 12, Line Spacing: 1.5, Alignment of Heading: Left aligned (i.e. indentation: 0”), Text highlight: Bold, and sentence case (i.e. only the first letter in the sentence is capitalized).

### *Third Level Headings*

- Level 3 heading e.g. **1.4.1. Main Objective**, has the following formatting:

Font Type: Times New Roman, Font size: 12, Line Spacing: 1.5, Alignment of Heading: Left aligned (i.e. indentation: 0”), Text highlight: Bold, and sentence case (i.e. only the first letter in the sentence is capitalized).

## **5.3. Formatting of Paragraphs**

The content in paragraphs includes the text, figures, tables, and equations; the following guidelines enhance uniformity of paragraphs.

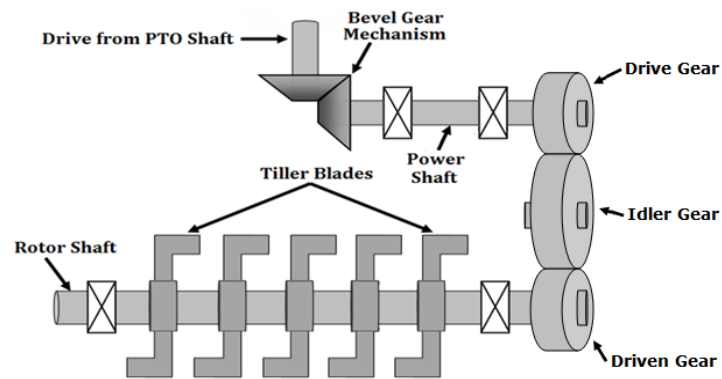
Font Type: Times New Roman, Font size: 12, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).

The following formatting should be used for the general text in the various chapters of the main body of the report:

- Font Type: Times New Roman, Font size: 12,
- Line Spacing: 1.5,
- Alignment of Text: Justified alignment,
- Text highlight: not bolded, and Sentence Case (i.e. only the first letter in the sentence is capitalized).

#### 5.4. Formatting of Figures

The figures are centered on the page and the captions for figures (i.e. titles of figures) should be typed at the bottom of the figure starting with the word “Figure” followed by a dash and the figure number which should be assigned sequentially and according to the chapter where the figure appears. For example the 4th figure in chapter 3 should be given the figure number 3-4 so that this figure caption (i.e. figure title) is then written out as:



**Figure 3-4.** Layout of the Rotavator Drive System

The text of the figure captions (title of figure) that describes the content of the figure should have the following formatting:

- Font Type: Times New Roman, Font size: 12,
- Line Spacing: 1.5,
- Alignment of Text: Justified alignment,

- Text highlight: the word “Figure” and the assigned figure number are bolded but the text that describes the figure is not bolded, and
- Sentence Case (i.e. only the first letter in the sentence is capitalized).

### 5.5. Formatting of Tables

The tables are left aligned on the page where they appear and the heading of the table is placed on top of the table and should start at the start of the table as shown below. The text of the headings of tables starts with the word “Table” followed by the table number which should be assigned sequentially and according to the chapter where the table appears. For example the 7<sup>th</sup> table in chapter 2 should be given the figure number 2-7 so that this table header (i.e. table heading) is then written out as:

**Table 2-7.** Results of Penetration Test & Soil-Metal friction Test

<b>Soil Properties</b>	<b>Units</b>	<b>Value</b>
Soil density	kg/m <sup>3</sup>	1200
Soil-metal friction	Dimesionless	0.4
Soil cutting resistance	KPa	120

The text of the table headings (title of table) that describes the content of the table should have the following formatting:

- Font Type: Times New Roman, Font size: 12,
- Line Spacing: 1.5,
- Alignment of Text: Justified alignment,
- Text highlight: the word “Table” and the assigned table number are bolded but the text that describes the table is not bolded, and
- Sentence Case (i.e. only the first letter in the sentence is capitalized).

### 5.6. Formatting of Equations

The equations in the report are centered on the page in the section where it appears followed by a lead line (dashed line) that is long enough and the equation number - assigned sequentially and according to the chapter where the equation appears; the equation number enclosed in brackets. The description of the terms in the equation must also be given; for instance, if the 5<sup>th</sup> equation in chapter 2 is the equation for determination of the axial force acting on the element, that equation should be given the number 2-5 so that this equation is then written out as:

$$F_x = \sigma_x A \dots\dots\dots(2-5)$$

- Where:  $F_x$  - Axial force acting on the element  
 $\sigma_x$  - Stress acting on the element  
 $A$  - Cross-sectional area of the element on which the stress is acting (m<sup>2</sup>)

The text of the equations should have the following formatting:

- Font Type: Times New Roman, Font size: 12,
- Superscript font size: 9,
- Subscript font size: 9,
- Alignment of Text: Justified alignment,
- Text highlight: not bolded, and
- In the case of use of words in the equation, sentence case is used (i.e. only the first letter in the sentence is capitalized).

### **5.7. Formatting of the Appendix (or Appendices)**

The following formatting should be used for the text in the references:

- Font Type: Times New Roman, Font size: 12,
- Line Spacing: 1.5,
- Alignment of Text: Justified alignment,
- Text highlight: the headings of the appendices are written in bold but the text of the appendices is not bolded, and
- Sentence Case (i.e. only the first letter in the sentence is capitalized).

### **5.8. Layout and binding**

The submission of the report must be in three copies for students at the undergraduate level and students at graduate level must submit not less than 5 copies.

## **SECTION 6 GUIDELINES ON REFERENCING AND APPENDICES**

### **6.1. Referencing**

The reference list a collection of all the works cited in the main body of the proposal. The referencing style in regards to Sociology and Humanity disciplines is usually American Psychological Association 6<sup>th</sup> Edition, whilst Harvard is preferred STEM disciplines. Students will seek advice from the Faculty on the referencing approach agreed.

Appropriate referencing of all other content obtained from other sources enables you to avoid plagiarism and also enables readers of your work to verify citations or follow-up to read more fully the cited author's arguments. All references used in writing the proposal/ Final Year Project Report must be cited both in-text and in the reference list using the recommended referencing style. The two styles of referencing commonly used in publications, include Harvard Referencing style (American Psychological Association (APA) Format) and Numerical Referencing style.

#### **6.1.1. Harvard Referencing Style (Recommended Referencing Style)**

The Harvard referencing style (APA Format) is recommended for the proposal and Final Year Project Report writing. Therefore, all references - e.g. text books, journal papers, short communications in journals, conference proceedings, websites (i.e. internet source), manuals, codes of practice and guidelines - which were used to obtain literature in writing your proposal/Final Year Project Report must be quoted using the Harvard style of referencing.

#### **6.1.2. In-Text Citation using Harvard Referencing Style**

Using the recommended Harvard referencing style references are cited within the text in the place where the reference was referred as “surname of the author and year of Publication separated by a comma”. Page numbers where information has been obtained must be included in the bibliographic information of all references in the in-text citation and in reference list.

The following guidelines will be used when writing the references in the text:

- i. For a reference with only one author, the in-text citation is written as “surname of the author and year of Publication separated by a comma and enclosed in brackets” e.g. (Wandera, 2012). Additionally, when authors of different references have the

same last name, the author's initials are also included in the in-text citation, e.g. (Wandera, CA, 2017) or (CA Wandera, 2017).

- ii. For a reference with two authors, the in-text citation is written as first author's last name and second author's last name followed by a comma and the year of publication and enclosed in brackets e.g. (Wandera and Nabaterega, 2012).
- iii. For a reference with more than two authors, the in-text citation is written as "first author's last name followed by the acronym "*et al.*" written in italics and then a comma followed by the year of publication e.g. (Leeder *et al.*, 1996).
- iv. When two or more authors are cited at the same point in the text then those references are included in the same in-text citation, separated by a semicolon and in such a case the references are presented alphabetically by author name e.g. (Arinaitwe, 2012; Wandera, 2016).
- v. When text is directly quoted from another source, the quoted content is placed in the in-line text (enclosed) in quotation marks and the relevant page number **must** be given in the details of that particular reference provided in the in-text citation and in the reference list. Also when paraphrasing or referring to an idea obtained from a source which is a book or any other lengthy text, providing the relevant page number for that reference will enable the reader to make reference to the original text, e.g. (Leeder *et al.*, 1996, pp. 69) or (Research and Training Centre, 1993, pp. 2).

### **6.1.3. Creating a Reference List using Harvard Referencing Style**

A reference list includes books, journals, encyclopedias, and all such sources of content that have been cited in the text of the research proposal Report. The following bibliography information is presented in the reference list in the given order:

- i. Name of author,
- ii. Year of publication,
- iii. Title of Article cited or Book Chapter,
- iv. Name of publication or Book title,
- v. Page numbers,
- vi. Publisher, and
- vii. ISBN number



In the Harvard referencing system (*recommended to be used in this proposal/Final Year Project Report writing*), the following guidelines must be observed when written the details of the references in the reference list:

- i. References in the reference list are arranged alphabetically by author name.
- ii. When an article cited has no author, such an article is cited in the text by its title and then that article is ordered in the reference list alphabetically by the first significant word of the article title.
- iii. The second and subsequent lines of the details of the reference in the reference list are indented.
- iv. The title of the article cited is placed in quote as ‘.....’ and name of the publication where article is found is written in italics in the reference list.
- v. When the cited article is not published, the details of the reference in the reference list should end with the initials “n.p.” to indicate that the article is not published.

An example of a reference list presented below shows the aspects of the guidelines (i) to (iv) above, namely: the alphabetical order of the references in the reference list, a cited article that has no author, indenting of the second and subsequent lines of a reference, and title of the cited article is written in italics.

#### **6.1.4 Example of Reference List or Bibliography**

*Advertising in the Western Cape*, 1990, ABC Publishers, Cape Town.

American Psychological Association, 2001, *Publication manual of the American Psychological Association*, 5th edn, APA, Washington, DC.

Comfort, A, 1997, *A good age*, Mitchell Beazley, London.

Leeder, SR, Dobson, AJ, Gibbers, RW, Patel, NK, Mathews, PS, Williams, DW & Mariot, DL, 1996, *The Australian film industry*, Dominion Press, Adelaide.

Madden, R and Hogan, T, 1997, *The definition of disability in Australia: moving towards national consistency*, Australian Institute of Health and Welfare, Canberra.

Snooks and Co. 2002, *Style manual: For authors, editors and printers*, 6<sup>th</sup> edn, John Wiley & Sons Australia.

Wharton, N 1996, 'Health and safety in outdoor activity centres', *Journal of Adventure Education and Outdoor Leadership*, Vol. 12, no. 4, pp. 8-9.

### 6.1.5 Numerical Referencing Style

Some publications use the numerical style of referencing in which the references are indicated in the text numerals enclosed in brackets in sequential order as they appear in the text; and the number assigned to a specific reference in the in-line text corresponds to the number given to the particular reference in the reference list. The full details of each reference are given in the references list as:

- (i) ***For a journal publication:*** Author, Year of Publication. Title of Article, Name of Journal, Issue/Number of Journal, Publisher of the Journal.
- (ii) ***For a book publication:*** Author, Year of Publication. Title of Book, Edition, Publisher of the book, ISBN number, Pages read.

Example of the numerical reference list is:

1. Opiyo, 2006. Methods of Coffee Processing, *Journal of Agro-Processing Engineering*, Issue 4, Uganda Agro-Processing Institute.
2. Ashaba, 2002. Design of Agro-Processing Machinery, 1<sup>st</sup> Edition, Uganda Agro-Processing Institute, ISBN: 12-3456-789-1

Knowledge of the numerical referencing style will be important when you need to publish your work in a journal or conference that recommends the use of the numerical referencing style. However, the Harvard referencing style is recommended for writing the proposal Final Year Project Report.

### 6.1.6 Steps involved in Referencing

The following steps are involved in referencing:

- (i) Obtain full bibliographic details of the reference including the page number(s) from which the information is taken.
  - a. **Book reference:** For a book, the required bibliographical details include: Author/editor, year of publication, title of book, edition, volume number, page numbers read, place of publication, publisher and ISBN.

- b. **Journal article:** For a journal article, the required bibliographical details include: Author of the article, year of publication, title of the article, title of the journal, volume and issue number of the journal, and page numbers of the article.

*NB: For all **electronic information**, in addition to all these details, you should also indicate the database name or web address (URL) and the date that you accessed the information.*

- (ii) Insert the citation at the appropriate place within the text of the document.
- (iii) Provide a reference list at the end of the document.

### **6.1.7 Appendices (e.g. Work plan, Budget, Process flow, Questionnaire, etc.)**

The appendix (*or appendices, when many*) includes any other annexes to the proposal/ Final Year Project Report that could not be included in the main body of the proposal research Project Report, such as: the budget, work plan/timeframe, process flow diagrams, detailed experimental procedures, questionnaires, some explanatory notes, details of instruments/ tools to be used in the study, design charts, technical drawings, photographs, or experimental results.

### **6.1.8 Nomenclature of Appendices**

Where there are more than one appendix, the appendices must be numbered using either letter codes as A, B, C, etc or numbers as 1, 2, 3, etc; each appendix must have its own title (*or heading*) and pages in each appendix are numbered starting from page one for the first page in each appendix.

The pages in each appendix can then be designated both the appendix letter code or numeral code plus the page number in that appendix as either A-1, A-2, A-3 or 1-1, 1-2, 1-3, etc for pages in the first appendix which is designated as Appendix A or Appendix 1 depending on whether the alphabetical codes or numeral codes are adopted.

Figures, Tables and equations that appear in the appendix should be formatted just like in the main body of the report but they should be numbered according to the designation assigned to the appendices as follows;

- i. Where the designation of appendices is alphabetical, then Tables and Figures in Appendix A can be numbered as “Table A-1, Table A-2, Figure A-1, Figure A-2, etc; or

- ii. The designation of appendices is numerical then Tables and Figures in Appendix 1 can be numbered as “Table 1-1, Table1-2, Figure 1-1, Figure 1-2, etc.

### **6.1.9 Budget**

A budget is the financial plan for implementation of the research; the budget should be clear, realistic and reasonable (affordable). You are encouraged to make an activity based budget which relates to the objectives of the study and indicates activities and related budgetable items for accomplishment of that activity within the planned timeframe. The details in an activity based budget include the following: activities for accomplishment of each of the objectives of the study, categories of budgetable items for each activity, specific budgetable items under each category, unit of measure of each budgeted item, quantities of items, unit costs of items, total cost per item, total cost per activity, and the grand total cost for the research (summation of total costs of activities). The following list gives examples of categories of budgetable items for research projects:

- i. Equipment ( *e.g. purchase or hire of equipment for experimentation or field survey, etc.*)
- ii. Gadgets/Apparatus Instruments/ Tools (*e.g. purchase or hire of instruments/ gadgets/ apparatus for experimentation or field survey, etc.*)
- iii. Stationery (*e.g. Purchase of assorted stationery items, etc.*)
- iv. Materials (*e.g. purchase of consumable experimental materials, such as metal plates/bars, nails, wood, chemicals, etc.*)
- v. Communication (*e.g. internet subscription, etc.*)
- vi. Travel (*e.g. visa, air ticket, bus/taxi fare, mileage, etc.*)
- vii. Subsistence (*e.g. per diem, out of pocket, etc.*)
- viii. Research Assistance (*e.g. hire of field work assistants, laboratory technicians labor cost*)

- ix. Services (e.g. *Secretarial, Photocopying, Printing, Binding*)
  - x. Dissemination of Research outputs (e.g. *Publishing cost, Registration fee for Conferences, etc*)
- (i) Other budgetable items may include: Institutional Administrative fee/Overhead costs as may be provided for in the University Research & Innovations Policy.

#### **6.1.10. Work Plan or Time Frame**

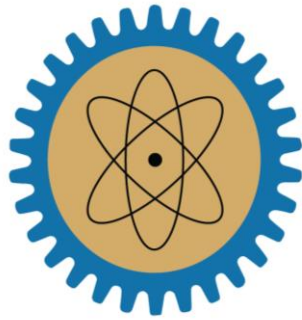
A work plan or timeframe is a detailed schedule of activities to be implemented as derived from the objectives of the study and covering the period of the research. Therefore, as a valuable guide for evaluation of the progress of the research project, the work plan stipulates the schedule of activities to be undertaken, the related timelines, and expected milestones to be achieved. Every research project must have a work plan/timeframe which may be presented in tabular form or as a Gantt chart. The work plan must be realistic and aligned to the drawn research budget.

#### **6.1.11 Equipment or Instruments Tools**

This will include descriptions of the equipment/ instruments/tools used in the research e.g. equipment, apparatus, questionnaires, interview schedules, details of tests to be undertaken, design standards, etc.

#### **6.1.12. Explanatory Notes**

The explanatory notes includes such documentation that supports the research such as: research approval letters, description of the experimental layout, geographical map of the study area, etc.

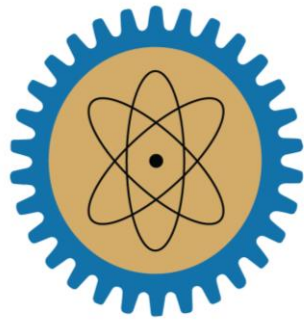


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- i. Type of document (i.e. final year project/master’s Proposal, Final Year Project Report)**
- ii. Font Type: Times New Roman, Font size: 18, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).
- iii. NB: Type of document is written four lines below the logo.
- iv. Title of the research**
- v. Font Type: Times New Roman, Font size: 16, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).
- vi. NB: Title of the research is written three lines below the type of document.
- vii. Word “By”**
- viii. Font Type: Times New Roman, Font size: 16, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Capitalize the Word “By” (i.e. first letter “B” is in a capital and letter “y” is in lower case). NB: The word “By” is written two lines below the title of the research.
- ix. Name of the candidate**
- x. Font Type: Times New Roman, Font size: 16, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).
- xi. NB: The name of candidate is written two lines below the word “By”.
- xii. Registration Number of the Candidate**
- xiii. Font Type: Times New Roman, Font size: 16, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).
- xiv. NB: The registration number of the candidate is written one line below the name of the candidate and enclosed as: **(BU/UG/2014/5)**

- xv. **Names of academic supervisors of the project**
- xvi. Font Type: Times New Roman, Font size: 16, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).
- xvii. NB: The word “SUPERVISORS” in upper case (i.e. capital letters) is written three lines below the registration number of the candidate and centered on the page; and then the names of the supervisors are written in the lines following the word SUPERVISORS, each supervisor’s name on its own line; a 6 pt spacing is provided between the lines where the word SUPERVISORS and the lines where the names of supervisors are written.
- xviii. **Month and year of completion/submission of the proposal/Final Year Project Report**
- xix. Font Type: Times New Roman, Font size: 14, Line Spacing: 1.5, Alignment of Text: Centered on page, Text highlight: Bold, and Upper Case (i.e. capital letters).
- xx. NB: The month and year of completion/submission of the report is written three lines below the last supervisor’s name. **Month and year of completion/submission of the report is written centered on the page as: JULY 2017.**

- This is an example of the front cover of a BSc Final Year Project Proposal



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**FACULTY OF ENGINEERING  
DEPARTMENT OF AGRICULTURAL MECHANIZATION AND  
IRRIGATION ENGINEERING**

**FINAL YEAR PROJECT PROPOSAL**

**TITLE OF THE RESEARCH**

**By**

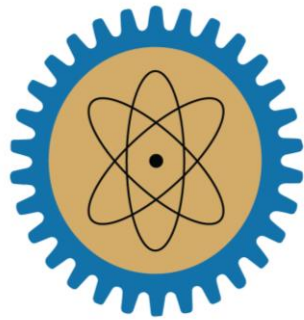
**NAME OF CANDIDATE**

**This Final Year Project Proposal is submitted to the Department of Agricultural  
Mechanization and Irrigation Engineering in partial fulfillment of the requirement  
for the award of the degree of Bachelor of Science in Agricultural Mechanization and  
Irrigation Engineering of Busitema University**

**JULY 2017**

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IRRIGATION ENGINEERING**

**TITLE OF THE RESEARCH**

**By**

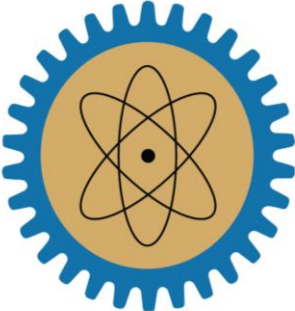
**NAME OF CANDIDATE**

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- This is an example of the cover page of graduate programmes.

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1 inch



# BUSITEMA UNIVERSITY

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**FACULTY OF SCIENCE AND EDUCATION  
DEPARTMENT OF MATHEMATICS**

**TITLE OF THE RESEARCH**

**By**  
**NAME OF CANDIDATE**  
**(BSc Math)**

**This Dissertation/Thesis\* is submitted to the Directorate of Graduate Studies,  
Research and Innovations in Partial Fulfillment of the Requirement for the Award of  
the Degree of Master of Science in Industrial Mathematics of Busitema University**

**JULY 2017**

\***Dissertation** shall apply for master degree whereas the **Thesis** will apply for Doctoral Degrees

## **SECTION 7**

### **SUPERVISION AND EXAMINATION**

#### **7.1. Supervision**

The process of supervision starts with the allocation of supervisors and the acceptance of appointment. The process of supervision varies in regards to whether the student is at undergraduate or graduate level.

In regards to undergraduate level, the supervisor is selected and appointed at the departmental level with approval of the Head of Department. The department submits a list of supervisors and quotas of students to be supervised.

#### **7.2. Internal and External Supervisors**

At graduate level, allocation of supervisors is done by the Faculty HDC and approved by Senate through the Directorate of Graduate Studies Research and Innovation. The supervisors are appointed for a period of one year renewable upon completion and satisfactory performance.

At PhD level, the supervisor shall be appointed for the duration of the research project of the students.

The appointment of External supervisor shall be done by the Directorate of Graduate Studies, Research and Innovations after approval from senate.

#### **7.3. Resignation/designation of supervisor**

The resignation/designation of supervisors is subject to the will of the supervisors. In some conditions the Faculty Dean, or Research and Ethics Committee retains the power to also re-assign supervisors to new students upon their consultations and duly provided reasons.

#### **7.4. Roles and responsibilities**

The roles of the supervisor are as follows:

- Ensuring compliance with the Faculty and Graduate Schools policies and procedures.
- Participating in research symposium, conferences.
- Taking part in the recruitment and support of graduate students.
- Ensuring that students complete the graduate research projects/reports/dissertation/thesis is completed on time.

The responsibilities of the supervisor are as follows:

- Ensure that students produce work that meets the quality requirements.

- Ensure that students are aware of the academic progress milestones that need to be met.
- Supervisor must be kept aware of the college policies, rules and regulations in regards to student reports.

#### **7.4. Contractual agreement between student and supervisor**

##### **7.4.1. Progress reports**

Progress reports enable the Faculty Research Committee and the Graduate School Coordinators to be informed on the students' progress.

Progress forms are expected to be filled in by the students. These reports are supposed to be submitted at the end of every three months for students at the Masters level. Students at the Doctoral Level of Education are supposed to submit the report every six months. Progress reports templates are available at faculties.



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