

METROPOLITAN INTERNATIONAL UNIVERSITY

RESEARCH COODINATION OFFICE

P.O.BOX 160

KISORO UGANDA

THE INSTRUCTIONS OF RESEACH WORK, PROPOSALS REPORTS AND PROJECT PRESANTATION

Sample cover page of research work

The following is a sample of the cover page for your research, proposal, report /dissertation. Please ensure that your cover page follows this format exactly. Sample of the tittle sample page inside and outside the book. The topic and purpose must be in a V-shape.

Topic: IV + DV+ CONTEXT

OR

V+ CONTEXT

A case study of if the context is big in terms of time and resources

(In a V SHAPE)

Your name

Registration number

Purpose

(in a V SHAPE)

Date

(Month, Year)

Example

Procurement and accountable university procurement systems in Uganda: A case study of Metropolitan
International University

By

Mauda B. Tumuhairwe

Reg No: 20/COM/001/UKS

This proposal/dissertation is submitted to the faculty.....in partial fulfilment of the
requirements for the award of a.....
of Metropolitan international University

August, 2023

Research methods are many ways one employs to do research and you will be introduced to these methods in the methodology course. You may decide to make qualitative, quantitative or a mixture of the two methods of research or you may decide to do a library research or meta analysis. You may also decide to do start with a research question and attempt to create theories rather than make use of existing theories (grounded theory). However, whichever method you choose to use, we encourage you to be creative, please discuss your method fully with your supervisor.

At the end the end of the methodology course, you will submit a one page summary of the proposal to the research coordination office through the course lecturer(s). The full research proposal is submitted to the research lecturer and constitutes the course work for the course. If your research is approved, you will be allocated a supervisor who will assist you while you prepare and write up the research report. We advise you to read widely in your chosen area. Once your approach has been approved by your supervisor, you may proceed with data collection.

Once the data collection period is completed, it is time to correlate, present, and analyze the data. Please ensure that you keep careful records while in the field and ensure your sample is larger enough to allow for concrete analysis and recommendations. At this stage of your work, you should still be reading as much as possible in order to present the background /theories to your research and link your findings with current academic debates and research.

When you're analyzing your data, you must do so in light of the current scholarship. Be precise in terms of how you use secondary source to support (or even refute) your findings. Your use of literature in the area of your study is extremely important and you must be as familiar as possible with current theories and literature. Once you have written up each chapter, make sure that you proofread it carefully before submitting it to your supervisor. You should then amend and correct before submission.

Supervisor expect to see each individual part of your research as these are completed. Allow ample time for your supervisors to read individual chapters. The full research work should be submitted on the date stipulate. Please ensure that all the work submitted to your supervisor is quality work that has been carefully proofread and corrected to eliminate grammatical, typological, and formative errors. Your supervisor is not your proofreader, also remember that supervisors may need up to three weeks to read a full draft, so ensure that you allow them enough time to read your work and to return it to you for correction before final submission for examination.

Supervisors have the right to refuse permission for you to submit research that is not up to the required standard. You should not that it is advantageous for you to meet all deadlines with quality work. Supervisors keep detailed supervision records and you should sign this record each time you consult your supervisor.

Let submission: Students who fail to meet deadline for submission of dissertation but are granted permission to submit within the examination period will pay late submission fee as fixed by university finance office.

Re-registration: students who fail to complete dissertation within the scheduled time will have to re-register in the following academic year. Such student will pay a re-registration fee as fixed by the university finance office.

Presentation of work: All work should be printed on good-quality paper. Size A4 and one side of the paper only. The text should be typed using double spacing and the text should be fully justified using the font Times New Roman (12point). Long quotations, that is, more than four lines of text should be identified and typed in single spacing without quotation marks. All margins should be set for 2.45cm (1 inch). As far as possible, please ensure

that you use gender inclusive language. Please note that papers, projects, and dissertations are marked for English language.

Enhancing text: The first page of each chapter: center the number of the chapter in bold capitals. Leave one line and then center the title of the chapter in bold capital letters. Leave two lines and begin typing. Headings and sub-headings within the chapter should be typed at the left margin in bold letters (not capital) and should be numbered serially using Arabic numbers e.g. 1.2, 1.2. etc.

Always tab in the first line of the paragraph. Make sure to follow the rule of one space after all punctuation, including full stops. Before submitting your soft copy for printing, spell-checks your document. The final copy is to be LaserJet printed.

Order of presentations.

1. Title page (see attached example)

2. Preliminary pages

Dedication (optional)

Acknowledgments (these pages should not be included in the table of contents)and should be numbered using Roman figures.eg (i) ,(ii) ,(iii)-----

Abstract (not more than one page, single spaced)

Table of contents (all headings and sub-headings should be listed: indent sub-headings)

List of tables

Preface (optional)

Chapter 1 (start numbering with Arabic figures) e.g. 1, 2, 3, -----

Appendices: (maps, questioners, list of people interviewed and respondents should be numbered as 1, 11,111. etc.

References: Your references is not an appendix and is the last item to be inserted in your work.

Research guidelines: The following guidelines are provided to assist you present your work professionally. Please ensure that that you follow any additional guidelines given by the faculty.

Abstract: An abstract is a brief summary of the research. It highlights the research questions. Design and findings. it is a very useful design of a research report it gives readers a quick over view of the issue addressed and summary of results obtained.

An abstract facilitates the dissemination of research findings as it enables readers to gain quick access to research outputs of interests. It is recommended that all dissertations have an abstract at the beginning and be as concise as possible, in any case not exceeding one page

Dissertation format

Cover page

Approval

Dedication

Acknowledgement

Table of contents

List of tables list of figures (if any)

List of abbreviations

Abstract

CHAPTER ONE:
GENERAL INTRODUCTION

1.0 Introduction

(Highlights what is to be covered in the Chapter)

1.1 Background of the study

1.1.1 Conceptual Perspective

1.1.2 Historical Perspective

1.1.3 Contextual Perspective

1.1.4 Theoretical Perspective (Masters Level To Add This One)

1.1.5 Philosophical Perspective (Phd Level To Add This One Too)

1.2 Statement of the problem

1.3 Objectives of the study

1.3.1 Major objectives

1.3.2 Specific objectives

1.3.2.1

1.3.2.2

1.3.2.3

etc

1.4 Research Questions or Hypothesis

1.4.1

1.4.2

1.4.3

etc

1.5 Scope of the Study

1.5.1

1.5.2

1.5.3

etc

1.6 Significances of the Study

1.6.1

1.6.2

etc

1.7 Justification

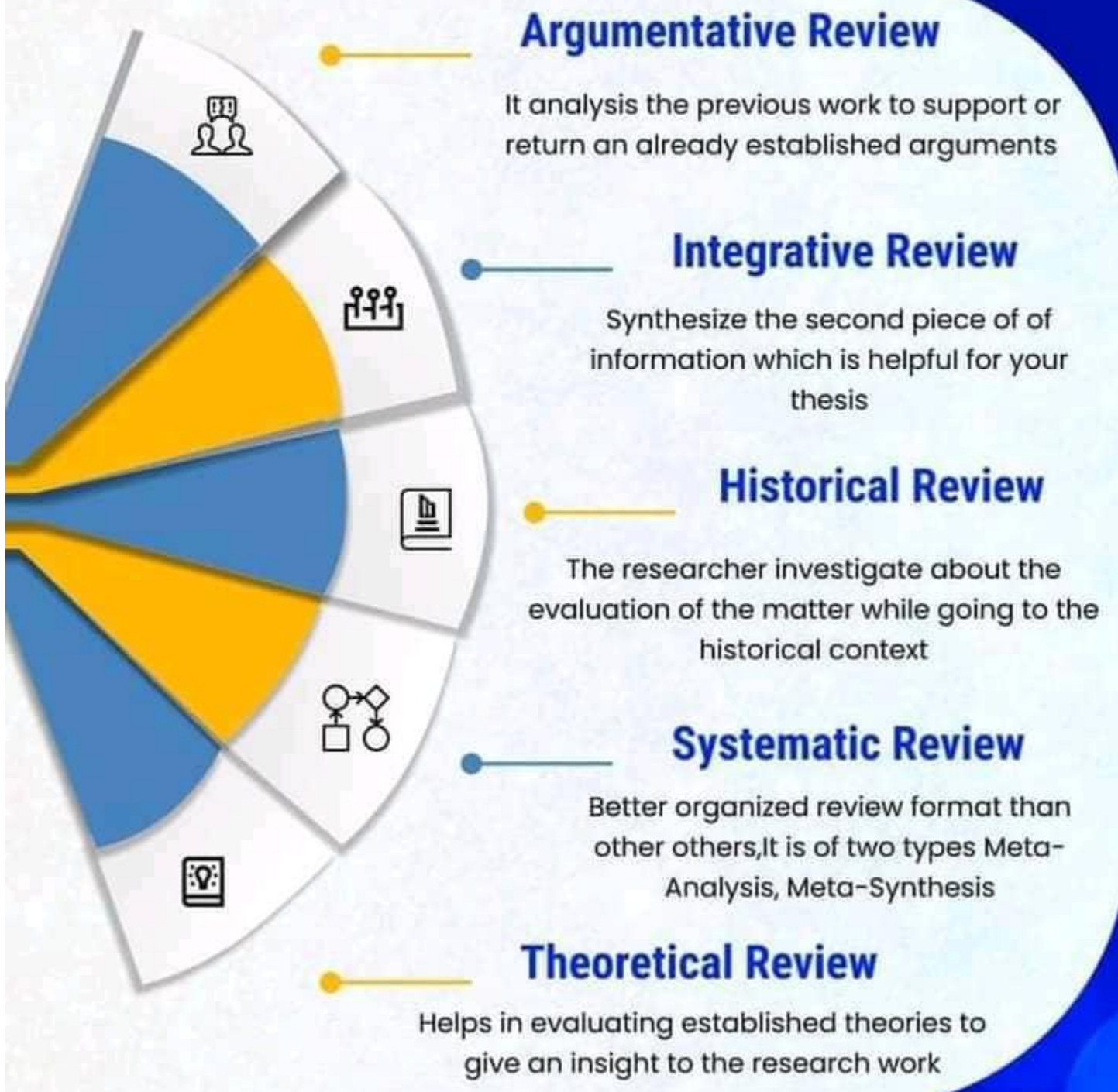
1.8 Definition of Key Terms

1.8.1 IV

1.8.2 DV

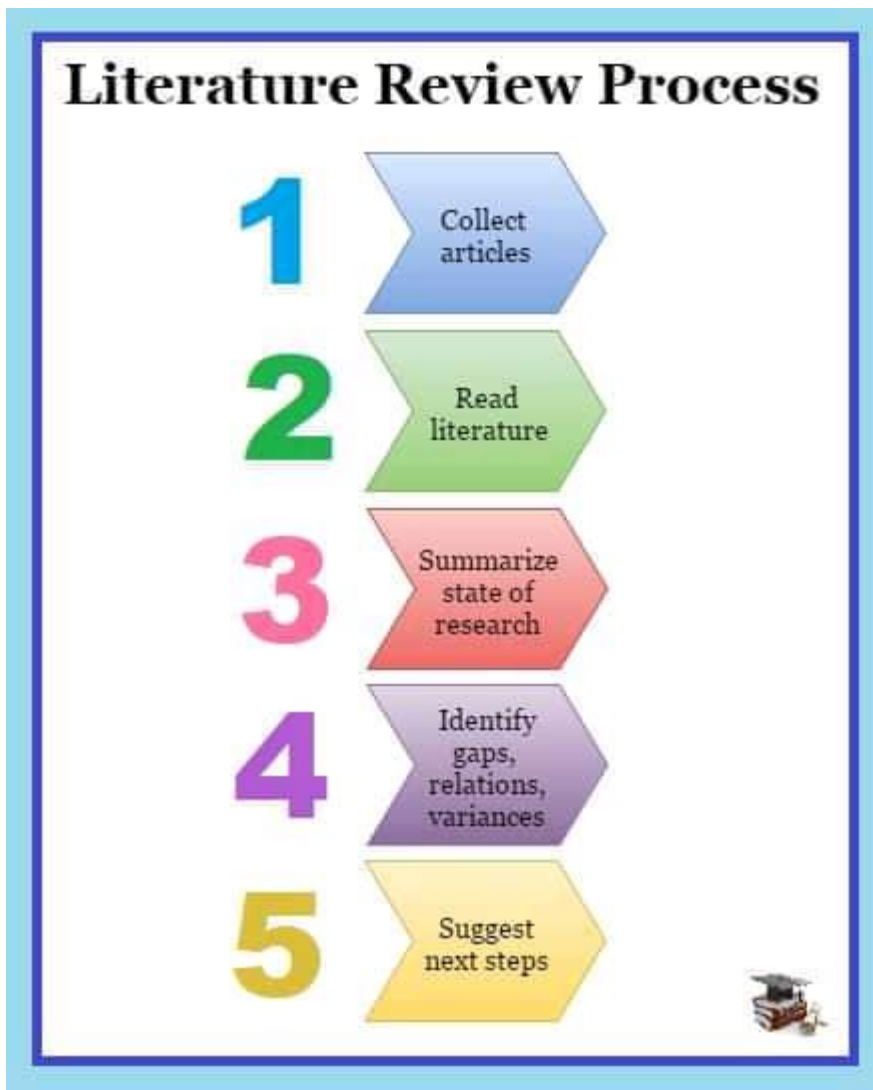
1.9 Conceptual Flame Work

Types of literature review



Theoretical framework may be used here if the conceptual framework was not used in chapter one.

2.0 Introduction



2.1 IV or Objective one

2.2 DV or/ Objective two

2.3 Studies on IV and DV/objective three

2.4 Research Gaps

Research Gap Type

Evidence Gap

(Contradictory Evidence Gap)

Results from studies allow for conclusions in their own right, but are contradictory when examined from a more abstract point of view.

Knowledge Gap

(Knowledge Void Gap)

Desired research findings do not exist.

Practical-Knowledge Gap

(Action-Knowledge Conflict Gap)

Professional behaviour or practice deviate from research findings or not covered by research.

Methodological Gap

(method and Research Design Gap)

A variation of research methods is necessary to generate new insights or to avoid distorted findings.

Empirical Gap

(Evaluation Void Gap)

Research findings or propositions need to be evaluated or empirically verified.

Theoretical Gap

(Theory Application Void Gap)

Theory should be applied to certain research issues to generate new insights. there is lack of theory thus a gap exists.

Population Gap

(prior research)

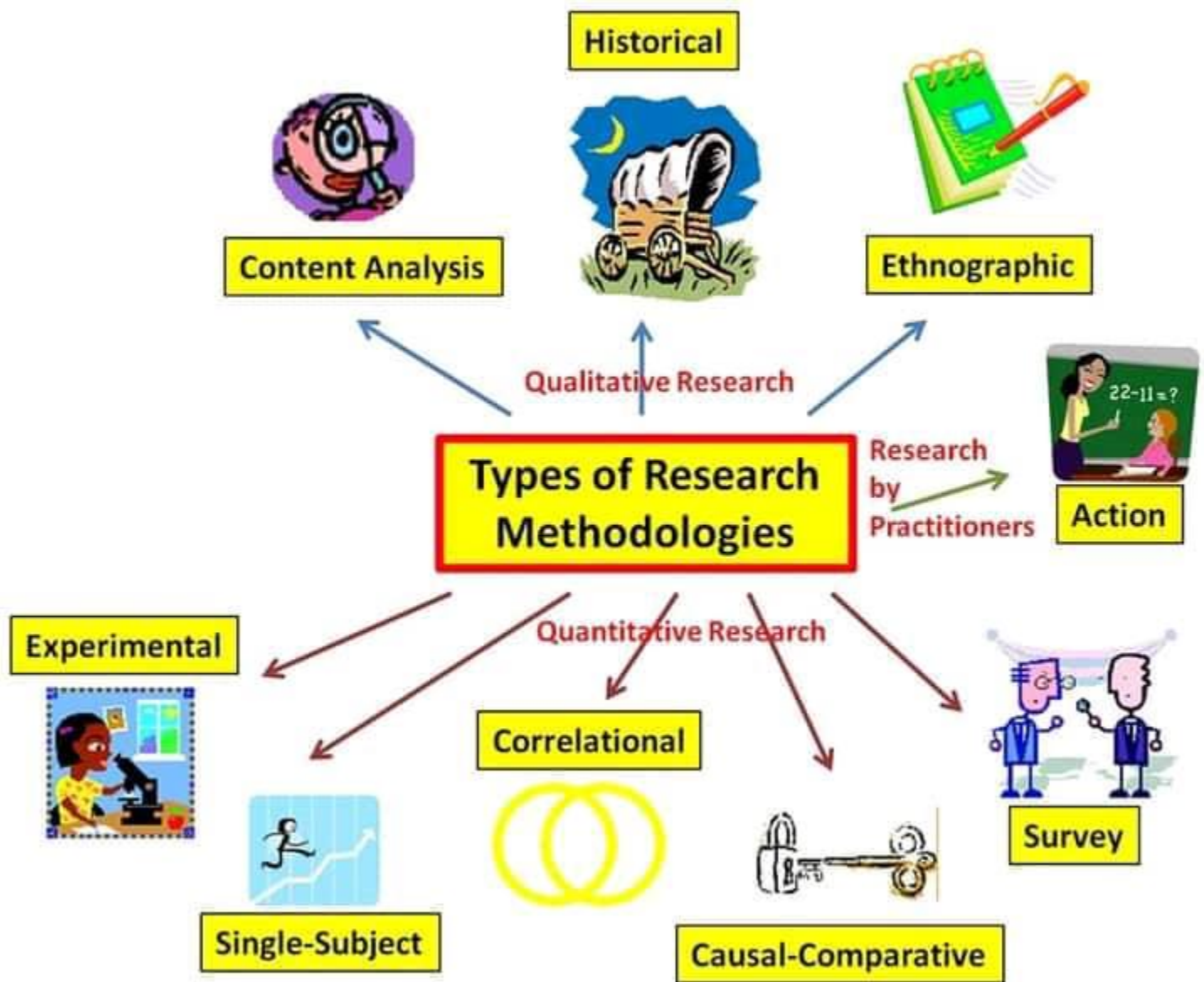
Research regarding the populations that is not adequately represented or under-researched in the evidence base or prior research.

CHAPTER THREE:

RESEARCH METHODOLOGY

3.0 Introduction

3.1 Research Design



3.2 Area of the Study

3.3 Study Population

3.4 Sampling Procedures

3.4.1 Sample Size

3.4.2 Sampling Techniques

3.5 Data collection methods and instruments; highlight them as used with explanations and justifications

3.6 Quality Control Methods

3.7 Data Management and Processing

3.8 Data Analysis

3.9 Ethical Considerations

3.10 Limitations of the Study

CHAPTER FOUR:

PRESENTATION, ANALYSIS AND DISCUSSION OF FINDINGS

4.0 Introduction present it in the line with the research objectives

4.1 Number of sections will depend

This chapter represents the facts, which the researcher discovered. In order to support a focuses presentation of the answers to the research questions, it is necessary to structure the findings in a clear, logical and easily understood manner. There are many ways of doing this. one of the most straightforward approaches is to use research objectives, or questions or hypothesis or the methods used in collecting data. The choice is entirely to the researcher. as a guide, this chapter should be arranged as follows

- Introduction
- Response rate
- Results on the background characteristics of respondents
- Results on the substantive objectives, (imperial results) which should also follow the orders as follows
 - Descriptive results like means ,frequencies/percentages
 - Correlation results (where applicable)
 - Regression results (where applicable)
 - Difference of means like etc.

Note

- The must be presented logically say objective by objective, the research question by research question, hypothesis by hypothesis or method by method must be analyzed and interpreted
- Results or findings from all methods used in collecting study must be presented
- Discussion where you compare the researcher's findings with the literature should be done in this chapter, unless what is presented here is mere results from documentary review, (if it was a method used).

CHAPTER FIVE:
SUMMARY, CONCLUSION AND RECOMMENDATION

5.0 Introduction

5.1 Summary of findings

5.2 Conclusions

5.3 Recommendations

5.4 Suggestions for further researcher.

Reference List

APPENDICES (are marked as provided below)

Appendix I

Appendix II

Appendix III

NB: everything put in italics and underlined and in brackets is for explanatory purposes but not part of the structure. Those doing library research shall discuss the the structure with their supervisors

Citation and references

The proper citation of academic materials lies at the heart of scholarship .there are two main issues concerning citation namely acknowledgement and format of acknowledgement .failure to acknowledge the contribution of other writers and researchers amount to plagiarism, a serious breach of academic integrity.

The key issue in the case of format is consistency as there is a number of citation format. Metropolitan international uses the “APA “system of citation and the guidelines for this format

Appendix / Appendices

The appendix contains materials and tools that do not normally form part of the normal presentation of the research findings. These may be questionnaires, copies, structures or laws, pictures, photographs, aerial maps and lists of original data source.

Reference

All sources of information used in the study should be specified in the reference list. These include library books, journal article and internet sources that have been used. it is important not to omit resource material that have been used as some leaders may want to follow up some of the arguments and ideas .it is also an equally important research ethic not to include resources that have not been used in the bibliography supervisors will check to ensure academic integrity in this regard.

ASSESSMENT FORM FOR PROPOSAL AND RESEARCH REPORTS



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DIRECTORATE OF RESEARCH

Research Report Making guide for under graduate students

Student
name.....

Registration number
.....

Faculty/School
.....

Area	Expectation	Required marks	Obtained marks
Research topic	Précises research subject with clear variable/variables and context	2	
Preliminaries	Good preliminary pages of i) Declaration ii) Approval iii) Dedication iv) Acknowledgment v) Automated table of contents vi) List of tables/figures vii) Abstract	2	
Introduction	1. Research background Clear background with highlights to the research problems theoretically, historically conceptually and contextually, (<i>must be 1.5 to 2 pages and summarizes the problem at global, continental, national and regional level</i>)	4	
	2. Research problem Good summary explanation of an issue the research is meant to address with facts and evidence of factor as per the research context (<i>must not be more than 1 page</i>)	2	
	3. Research objectives, research questions/hypotheses Well stated SMART objectives (General and specific with corresponding hypotheses or research questions (<i>Objectives should clearly show the variables as per the conceptual framework</i>))	4	

	4. The conceptual framework Good explanation of the relationship between variables. <i>(Can be illustrated diagrammatically or using a model)</i>	2	
	5. Research scope Explanation of the boundaries of the research focus <i>(This should be in terms of content, time and context/geography)</i>	3	
	6. Research significance Details of how different stakeholders will benefit from the research results	1	
	7. Research justification Statement of why the research study is a must	1	
Literature Review	1. Literature review Summary of different sources where the research gaps were identified from	6	
	2. Citation style/format Citation done according to APA format and all cited work referenced as seen in the reference list	3	
	3. Use of current information	2	

	The student must have used current information to review literature (<i>Recommended information for students doing research should be that of 5 years from the current year</i>)		
	4. Use of relevant information The literature must be relevant to the research study addressing the research objectives and should be within 8 to 10 pages	2	
Methodology	1. Research Design Design relevant to research objectives(<i>eg descriptive, correlational, case study etc</i>)	2	
	2. Target population, sample size Appropriate target population with a significant and representative sample size(Sample size should be scientifically determined)	4	
	3. Sampling techniques Appropriate sampling technique(<i>Random or Non-Random or mixed</i>)	3	
	4. Data collection methods and tools Appropriate method or methods and tools of data collection.(<i>Based on type of data and objectives</i>)	4	
	5. Data quality control Data quality control well elaborated with focus on the measurements of validity and reliability) (<i>Use of Cronbach's alpha and content validity index can be emphasized</i>)	3	
	6. Data analysis and presentation Appropriate methods of data analysis such as use of descriptive statistics, frequencies, correlation, regression, t-test etc. (<i>Should be clearly indicated and how they were used, software's used can also be identified here.</i>)	5	
	7. Ethical considerations Clear indication of how the researcher will ensure there is observance of ethics	2	
Data Analysis and presentation	1. Data analysis Data analyzed using appropriate methods as indicated in the proposals such as descriptive statistics, frequencies, correlations, regressions, t-tests ANOVA etc and with the software as selected in the proposal (<i>eg Excel, SPSS</i>)	10	
	2. Data Presentation and Interpretation Data presented using appropriate techniques such as frequency tables, cross tabulations, graphs, charts, pivot tables etc (<i>Data should be interpreted after each analysis</i>)	15	
Discussion of findings	1. Discussion Discussion should be done with relation to the existing literature and the gaps filled per the objectives	10	
Recommendations	1. Recommendations Realistic recommendations according to different stakeholders should be made per objective and findings	5	
References and other Appendices	1. References List according to APA format and with reflection of all the sources used in the body of the research	1	
	2. Appendices Appendices such as data collection plans, budgets, tools etc can be attached(The student should also attach a copy of the receipt of payment of the research fee and the letter of introduction to the research filed work accepted by the organization where research was done from	2	

Total Marks		100	
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Supervisors name:.....sign.....

“Empowerment through Knowledge Creation”

Guidelines for the presentation of references and bibliography in scholarly work when writing reports, essays, or dissertations it is important that you give your reader sufficient details to trace the references you use: this guide shows you how to use the Harvard system, which is commonly used in academic because it is concise and makes citing other peoples work easier to read and looks professional

Citation appear in the body of the text and references appear in the list called bibliography. This guide shows how to write citation and references .if you follow examples in this guide your work will be correctly cited and referenced

Citing the authors have consulted shows that you have researched the subject and where you obtained your information or arguments .it also acknowledges that previous authors have proposed arguments that you raise .by not citing the authors work you may be accused of plagiarism safety of ideas which within academics consider as a theft

When you cite you should include the authors name and the year of publication after each referencing a text. If the authors name occurs naturally on the text, the year follows in brackets. If it does not then both name and year appear in brackets you should also provide the page number as you can-this is mandatory when you use direct citation. This will help the reader when using bibliography.

When citing document with two authors, the sir name of both are given before the date(all in brackets).if there are three or more authors. Only the sir name the first author is cited followed by et al. (which means” and others”) if no authors name is given then then use a (n.d.) if two or more authors make the same point, include both citations but make sure you clearly state that they are separate and not co-authors of the same paper .the example below shows how citations look within your text.

References

Example the problem of image retrieval are extenuated by the coverage has “led to a number of intellectual properly problems “, as noted by the Herner et al.(1994:231) .it may be as Anton Gill(1989:67)pointed out ,that “we live in techno-centric society “which ignores the social needs of communities in the information society(Day,1993:leach,1995).

References (bibliographic) appear at the end your text. Each reference has a number of parts which (MUST) be written in the collect order using the collect layer out.

The order of elements in the Harvard systems are: Author(s) names year of publication Tittle(s) of the publication place of publication and publisher numeration of the item (e.g. Volume and edition and page numbers) location or type of the item, if rare or non –print format (website, archive film, TV programmer)

Presenting references the Harvard system has strict guidelines on how to present references in bibliographic and this is as important as writing the references correctly.

Authors names.

The author's name (s) must be in capital letters. Surnames (family names or given names-KIZITO) are written first followed by their initials. If there are two authors their order of appearance is exactly as they appear on the title page. If the source is from a corporate organization then authors name is the organization. The name is followed by a comma.

Year of publication. After the authors name write the year of publication followed by a full stop. If you cite two sources by the same author written in the same year you must differentiate the two by labelling them a or b (Kizito, 1996b).

Title of the publication. This must be written in italics or underlined.

Place of publication. The place is written followed by publication (:) followed by the name of the publisher.

Numeration. For books this is a page number. For journals, this is the volume, edition and page numbers

Location or type. This is only used for non- print sources such as TV programmers, films, and websites or for rare documents.

Books .example BRIDE.M 1996.Teach yourself HTML publishing on the World Wide Web. London: holders &Stoughton, KIZITO, P.1996b. good publications. Nkozi: UMU press

CHAPTERS IN EDITED BOOKS

Example; HARRAR, H.J., 1975. Photographs, picture and prints .in: GROVE, (ED). Non print media in academic libraries. Chicago: American library association .pp.173-192.

JOURNAL ARTICLES the name of the journal and NOT the name of the article should be written in italics (or underlined)

Example MCLEOD, J., et al.. (1998). Records management today. Managing information .5(7) pp.23-26

NEWSPAPERS ARTICLES some newspaper articles will not have an author. If this is the case use the newspapers instead .you must put the date and the page number at the end of citation.

Example the times, 1998. Chocks a way.22 September, p.31. FENNEL.e.1998. the harsh law of averages. The times 22 September p.41.

ELECTRONIC DOCUMENT

The same format must be applied to websites as far as possible .may website do not give a publication date do not guess when it was published. However, you must give the full web uniform resources locator (URL) and the date when you looked and it.

Examples CHOLAS D., 1998. Hacking the net. Ariadne (web version) issue 16, July
<http://www.aridnc.ac.uk/issue16/cover/viewed22> 9-98)

Assessment of ICT projects

Criteria & Points Assigned	Missing	Unacceptable	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
	0	1	2	3	4	
Content						
Summarize, compare and evaluate, at an advanced level, concepts, research findings and current theories and models in core content areas of computer science.	Literature review in thesis or project is incomplete and/or omits important research findings or theoretical positions.	Literature review is incomplete and includes excessive discussion of unrelated issues and/or significant errors in content. Assertions are made without adequate support from evidence.	Literature review is brief, with insufficient detail. Unrelated issues are introduced and/or minor errors in content. Assertions made without adequate support from evidence.	Literature review is brief but complete; review focuses only on issues related to question; review is factually correct; assertions are clearly supported with evidence and appropriate use of logic.	Literature review is complete; sufficient detail is provided to support assertions; assertions supported with evidence; includes original and relevant insight or analysis of topic.	
Identify computing principles and algorithms that are relevant to thesis or project topic and apply them within specific problem domain.	Unable to identify relevant computer science theories or algorithms.	Basic understanding of computing principles. Fails to apply them within specific problem domain.	Basic principles and techniques relevant to project or thesis are included, but some are missing. Fails to develop complete theoretical	Provides good computing framework for thesis or project; applies principles and algorithms	Project or thesis is completely grounded in computing theories and techniques. Applies them to problem correctly and clearly establishes their relevance.	

			or design framework for thesis or project.	correctly to problem domain.		
Critical Thinking						
Evaluate and integrate computer science literature to address specific theory or practical problem. Describe and select appropriate scientific methods to answer question.	No clear research question or project posed. Relevance to existing literature and theory not established. Major errors in choice of research methods or analysis. Conclusions inconsistent with evidence presented.	Project/Question posed is of questionable relevance or has clearly been answered. Question unrelated to existing literature. Errors in choice, execution or interpretation of methods and/or data. Conclusions weakly justified by evidence.	Project is not very innovative. Question has been adequately answered in prior research; no clear rationale for reexamination of question given. Research and methods selected are flawed or inadequately carried out. Conclusions overreach evidence presented.	Meaningful question/project is posed, but may not be fully explicated. Research and methods selected appropriate for project. Conclusions follow logically from evidence presented.	Project addresses question or problem that is meaningfully connected to existing literature and theory. Student provides clear explanation of relationship. Research methods selected are appropriate for project. Conclusions follow logically from evidence presented.	

Criteria & Points Assigned	Missing	Unacceptable	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
	0	1	2	3	4	
Communication						
Written: Organization and logic	No logical order to information	Weak organization; sentences rambling;	Minor problems of organization or logic; Needs work on creating	Presentation is organized, but does not	Clear and logical presentation; good development of argument/project rationale; transitions made clearly and smoothly.	

	provided .	ideas repeated.	transitions between ideas.	present clear argument for research position/project rationale.		
Mechanics of writing (spelling, punctuation, grammar, clarity of writing)	Problems with mechanics of language serious enough to interfere with effective communication. Frequent errors in punctuation, spelling, sentence structure, etc.	Major problems with mechanics of language; Awkward sentence construction; poor or absent transitions; frequently difficult to understand.	Frequent problems with mechanics of language; Occasional awkward sentences and poor transitions reduce readability.	Infrequent and minor mechanical problems; Errors do not impair readability.	Clear, readable writing. Good use of transitions; no problems with spelling, punctuation, or grammar.	
Use of relevant APA Style (Title page, citations & references, use of language, etc.)	No evidence APA style used.	Minimal use of APA style; frequent errors in all aspects of APA style.	Adequate use of APA style, but frequent errors in citations & references.	Infrequent errors in APA style; errors involve minor aspects of APA style – no errors in style for citations & references.	All relevant aspects of APA style used effectively and correctly.	
Oral: Communication skills during presentation	Unable to respond effectively	Answers to several questions incomplete	Answers to few questions incomplete;	Provides complete	Appropriate use of technology during presentation (where relevant). Presentation of thesis/project work is clear	

	ly to question s posed by committ ee member s.	e; needs frequent assistance from thesis/pro ject advisor.	needs occasional assistance from thesis/proje ct advisor.	answer s to questio ns posed. Present s thesis/ project work in cohere nt manner .	and well-organized. Responds to questions in poised, articulate, and professional manner.	
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Criteria & Points Assigned	Missing	Unacceptable	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
	0	1	2	3	4	
Integrity/Values						
Understanding of adherence to scientific and professional ethics.	Evidence of transgression of scientific, professional, or academic integrity.	Lack of understanding of scientific and professional ethics. Inadvertent violation of academic-conduct code.	Exhibits incomplete understanding but still complies with principles of scientific, professional and/or academic integrity. Adherence is poorly documented.	Exhibits understanding and complies with principles of scientific, professional and/or academic integrity. Adherence is appropriately documented.	Clear documentation of compliance with all relevant ethical guidelines. Clearly establishes authorship of thesis or project work.	
Project						
Work individually, as part of team or are appropriate, to formulate, analyze, design, and implement a significant thesis, computing project.	Unable to formulate project idea. No timeline constructed. Fails to meet most timeline goals. Implementation falls below expected minimum standards. Demonstrates lack of ability to function as part of team if applicable.	Problem formulation and solution contain numerous faults. Significant milestones in timeline not met. Implementation minimally meets expected standards. Unable to work effectively as team member if applicable.	Problem formulation and solution design contain some faults. Some milestones in timeline not met. Implementation exceeds minimal requirements but does not represent significant computing project. Demonstrates marginal effectiveness as team member if applicable.	Problem formulation and solution design contain no faults, but retain areas for significant improvement. Major milestones in timeline are met within acceptable timeframe. Implementation represents significant computing project with minor mistakes. Demonstrates effectiveness as team member if applicable.	Well-formulated, designed, and implemented project. Completes project according to timeline. Implementation represents significant computing project. Demonstrates effectiveness as team member.	

					if applicabl e.	
TAL						$\frac{xx}{36} \times 100$

The Sequence Of A Section Of A Dissertation

