

### Appendix III: Scholar Research Progress Form

#### THE NELSON MANDELA AFRICAN INSTITUTE OF SCIENCE AND TECHNOLOGY



#### SCHOLAR'S RESEARCH PROGRESS REPORTING FORM

(To be filled in duplicate)

##### Part A: To be Filled by Scholar

1. Name of the scholar: .....
2. Registration Number: .....
3. Degree Programme: .....
4. Specialization: .....
5. Nature of the Programme (Please tick (✓) in appropriate box):

Course work and Dissertation	
Coursework and Project	
Research and thesis	

7. School: .....
8. Title of the Proposal /Research work: .....
9. Date of Registration: .....
10. Expected Date of Graduation: .....
11. Have you registered as scholar this Semester?(YES/NO):  
.....
12. How often have you met supervisor(s) during this quarter?  
.....
13. If you have not met, give the reasons: .....
14. Date of commencement of Research/Project: .....
15. Attach your detailed research progress (scholar self-assessment research progress form)
16. Signature: ..... Date: .....

##### Part B: To be Filled by the Supervisor(s)

17. Names of all Supervisors:  
.....
18. Date of appointment as Supervisors:  
.....
19. Did the previous Supervisors (if any) hand you any report of the scholar? (Please tick (✓) in appropriate box):  
Yes ☐ No ☐ Not Applicable ☐
20. How often have you met the scholar during this quarter?  
.....

21. If you have not met, give reasons:

.....  
 .....

22. What progress has the scholar made so far for the Proposal/Dissertation/Project/Thesis?

Research Proposal [Put a Tick (√)]	Concept note	1 <sup>st</sup> draft	2 <sup>nd</sup> draft	3 <sup>rd</sup> draft	Final draft	Presented proposal in seminar	Approved for research
Data Collection [Put a Tick (√)]	Starting	Middle	Ending	Data analysis	Starting	Middle	Ending
Dissertation/Project/Thesis [Put a Tick (√)]	1 <sup>st</sup> Draft	2 <sup>nd</sup> draft	3 <sup>rd</sup> draft	Others	Submitted for examination	Under correction after examination	Submitted for graduation
Number of Publications (Put Arabic Number)	Draft		Submitted		Accepted	Published	

23. What is the scholar's progress? (Please tick (√) in appropriate box):

Very Good (≥75%) ☐ Good (50-75%) ☐ Fair (30 – 50%) ☐ Poor (≤30%) ☐

24. Any other comment supervisor may wish to make on scholar's research progress:

.....  
 .....

Name: .....Signature.....Date:.....

### Part C: To be Filled by Chairman of School Board

25. Comments of Chairman of the School Board:

.....  
 .....

Name: .....Signature .....Date: .....

### Copies on file

1. Dean of School: .....
2. Director of Academic Affairs:.....

## SCHOLARS' SELF ASSESSMENT PROGRESS REPORT

(i) Name of the Scholar: .....

(ii) Reg. No.....

SN	Specific Objective	Current Status	Remaining Activities	Strategy to accomplish remaining activities and timeframe
1				
2				
3				
4				
5				
<b>Presentations</b>				
Include challenges/opportunities the scholar encountered		Within NM-AIST		Outside NM-AIST

### Linkages and Stakeholders Engagement

Publications (Put Arabic Number)

Published:

Submitted:

In preparation / Draft:

Scholar's Signature:..... Date:.....

## Appendix V: Master's Research Proposal Evaluation Form

**THE NELSON MANDELA AFRICAN INSTITUTE OF SCIENCE AND TECHNOLOGY**



### MASTER'S RESEARCH PROPOSAL EVALUATION FORM

Name of School: .....

Scholar's Name: ..... Reg. Number: .....

Name of the Programme of Study: .....

Title of the Research Proposal:  
.....  
.....

Date of Defense: .....

*Please review the attached evaluation guidelines and provide your assessment below.*

S/N	ITEM FOR ASSESSMENT	Max Score (%)	Score Awarded (%)	Comments
1.	Introduction [Background and Justification]	10		
2.	Significance of Study [Problem Statement and expected Innovative solution]	10		
3.	Objectives, Hypotheses/Research Question	10		
4.	Theoretical and Conceptual Framework & Quality of Literature Review	10		
5.	Research Methodology I. Proposed research methods are clearly outlined (10) II. The research/project design, methods of data collection and analysis are appropriate to the aims/objectives of the research/project (10) III. The methods/Tools used are relevance/new in the field of study (10)	30		
6.	Potential impact of the research/project to the society and industry [either 5 marks] I. Service/solution/prototype II. Commercialization	5		
7.	Realistic timelines	5		
8.	Dissemination plan to stakeholders, wider public and to the community studied Publications/leaflets/knowledge exchange/meetings)	5		
9.	A detailed and feasible budget and a clear justification of expenditures	5		
10.	Evidence of Originality and creativity-	5		
11.	Organization of the research proposal	5		

Total Score (%)	100%		
<b>a) Score Awarded from report = % Total Score Awarded X 0.6</b>			
Oral presentation of the proposal total scores	100%		
<b>b) Score awarded from Oral presentation: % total score awarded X 0.4</b>			
<b>Total Scores (including oral presentation) = Final Score Awarded from report+ Oral presentation [a+b]</b>			

**\*Note: The final score awarded weighs 100 scores.**

**General Comments:** \_\_\_\_\_

*Please indicate if:*

Research Proposal is

Accepted (above 90%)

☐

Accepted with minor corrections (70% to 90%)

☐

Accepted with major corrections (60% to 69%)

☐

Rejected and has to be resubmitted (below 60%)

☐

**Panel Member:**

Name (s): .....

Designation: .....

Signature: .....

Date: .....

## Appendix VI: PhD Research Proposal Evaluation Form

**THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY**



### PhD RESEARCH PROPOSAL EVALUATION FORM

Name of School: .....

Scholar's Name: ..... Reg. Number: .....

Name of the Programme of Study: .....

Title of the Research Proposal:

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

Date of Defense: .....

*Please review the attached evaluation guidelines and provide your assessment below.*

S/N	ITEM FOR ASSESSMENT	Max Score (%)	Score Awarded (%)	Comments
1.	Introduction [Background and Justification]	10		
2.	Significance of Study [Problem Statement and expected Innovative solution]	15		
3.	Objectives, Hypotheses/Research Question	10		
4.	Theoretical and Conceptual Framework & Quality of Literature Review	10		
5.	<b>Research Methodology</b> (i) Proposed research methods are clearly outlined (5) (ii) The research/project design, methods of data collection and analysis are appropriate to the aims/objectives of the research/project (5) (iii) The methods/Tools used are new/relevant in the field of study (5)	15		
6.	<b>Potential impact of the research/project to the society and industry</b> I. Service/solution/prototype II. Commercialization	10		
7.	<b>Realistic timelines</b>	5		
8.	<b>Dissemination plan to stakeholders, wider public and to the community studied</b>	5		

	(i) Publications /leaflets/knowledge exchange/meetings (3) (ii) Policy briefs to inform policy makers (2)			
9.	A detailed and feasible budget and a clear justification of expenditures	5		
10.	Evidence of Originality and creativity-	10		
11.	Organization of the research proposal	5		
Total Score (%)		100		
a) Score Awarded from report = % Total Score Awarded times 0.6				
Oral presentation of the proposal		40		
b) Score awarded from Oral presentation: % total score awarded X 0.4				
<b>Total Scores = Final Score Awarded from report+ Oral presentation [a+b]</b>				
<b>Total Scores (including oral presentation) = Final Score Awarded + Oral presentation</b>				

**\*Note: The final score awarded weighs 100 scores.**

**General Comments:**

Therefore, the Research Proposal is

- |  |                          |
|--|--------------------------|
| Accepted (above 90%)                           | <input type="checkbox"/> |
| Accepted with minor corrections (70% to 90%)   | <input type="checkbox"/> |
| Accepted with major corrections (60% to 70%)   | <input type="checkbox"/> |
| Rejected and has to be resubmitted (below 60%) | <input type="checkbox"/> |

**Panel Member:**

Names: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix VII: Master's Research Proposal Oral Presentation Evaluation Form

**THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY**



### MSc ORAL PRESENTATION OF THE PROPOSAL

SN	Evaluation Criteria	Max Score	Score Awarded (%)	Comments
1	<b>Introduction:</b> I. Provides outline for presentation (5marks) II. Provides relevant background information (10 marks)	15		
2	<b>Subject Matter:</b> Coverage: Well covered and address the gap (40 marks)	40		
3	<b>Conclusion:</b> I. Recaps the main points of the subject (10 marks) II. Gives a clear statement of the conclusion or current status (15 Marks)	25		
4	<b>Presentation skills:</b> I. Makes eye contact with audience, doesn't overuse notes (5 mark) II. Has good voice volume, Uses appropriate gestures and body language (5 mark) III. Communicates interest and enthusiasm for subject (5 mark) V. Answers questions correctly & clearly (5 mark)	20		
	<b>TOTAL</b>	<b>100%</b>		
	<b>Score Awarded from oral presentation = % Total Score Awarded X 0.4</b>			

#### EXAMINER

Therefore, the Presentation is  
 [i] Pass [ 70% & above]  
 [ii] Fail [60% -69%]  
 [iii] Rejected [<60%]

Names: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix VIII: PhD Research Proposal Oral Presentation Evaluation Form

**THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY**



### PhD ORAL PRESENTATION OF THE PROPOSAL

SN	Evaluation Criteria	Max Score	Score Awarded (%)	Comments
1	<b>Introduction:</b> i) Provides outline for presentation (5marks) ii) Provides relevant background information (10 Marks)	15		
2	<b>Subject Matter:</b> Coverage: Well covered and address the gap (40 marks)	40		
3	<b>Conclusion:</b> i) Recaps the main points of the subject (10 marks) i) Gives a clear statement of the conclusion or current status (15 Marks)	25		
4	<b>Presentation skills:</b> i) Makes eye contact with audience, doesn't overuse notes (5 mark) ii) Has good voice volume, Uses appropriate gestures and body language (5 mark) iii) Communicates interest and enthusiasm for subject (5 mark) iv) Answers questions correctly & clearly (5 mark)	20		
	<b>TOTAL</b>	<b>100%</b>		
	<b>Score Awarded from oral presentation = % Total Score Awarded X 0.4</b>			

#### Examiner

Therefore, the Presentation is

- [i] Pass [ 70% & above]
- [ii] Fail [60% -69%]
- [iii] Rejected [<60%]

Names: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix IX: Intention to Submit Dissertation/Thesis/Project

### THE NELSON MANDELA AFRICAN INSTITUTE OF SCIENCE AND



### TECHNOLOGY

### INTENTION TO SUBMIT DISSERTATION/THESIS/PROJECT

(To be submitted 3 months before submission of Dissertation/Thesis/Project for Examination)

#### A: To be filled by scholar

1. Name (in full):

.....

2. Address:

.....

3. School

.....

4. Degree registered for:

.....

5. Title of Dissertation/project:

.....

.....

.....

.....Effective Date of  
Registration: .....

Supervisor(s): (1) ..... (2)

.....

6. I confirm that I shall submit my dissertation/project on:

.....

7. Scholar's Signature: .....Date:

.....

**B: Supervisor of the Scholar:** It is possible/Not possible

8. Supervisor's Comments:

.....

9. Name of Supervisor:.....Signature:.....Date.....

#### C: To be completed by Dean of School:

10. The School is proposing the following Examination arrangements:

10.1 Internal Examiner

.....

10.2 External Examiner(s) name and address:

(1) .....

(2) .....

External Examiner's name and address (School should attach a CV for external examiner if he/she is serving for the first time)  
.....

11. Name of School Dean:  
.....

Comments:  
.....  
.....

Signature:..... Date:.....

D:	The	STLC	Chairperson's	Approval
----	-----	------	---------------	----------

The proposed examination arrangements has been noted and approved/not recommended the arrangements.

Name: ..... Signature:.....Date:.....

## Appendix X: Examination of Master's Dissertation/Thesis

### THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



### EXAMINATION OF MASTER'S DISSERTATION/THESIS

Name of School: .....

Scholar's Name: ..... Reg. Number: .....

Name of the Programme of Study: .....

Title of the

Dissertation/project:.....

.....

.....

Date of Defense: .....

S/N	Item for Assessment	Max. Scores	I.E. Scores awarded	E.E. Scores awarded	Average Grade
1.	Abstract	10			
2.	Introduction, Statement of Problem, Objectives, Hypotheses/Research Question & Significance of Study	15			
3.	Theoretical and Conceptual Framework & Quality of Literature Review	15			
4.	Research Methodology	15			
5.	Analysis, Findings and Discussion	20			
6.	Evidence of Originality, Conclusion and Recommendations	20			
7.	Quality of Organization the Dissertation/project.	05			
<b>Total</b>		<b>100</b>			

Examiner's Overall Recommendations:

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

The Dissertation is:

- |  |                          |
|--|--------------------------|
| Accepted as it is (above 90%)                  | <input type="checkbox"/> |
| Accepted with minor corrections (70% to 90%)   | <input type="checkbox"/> |
| Accepted with major corrections (60% to 69%)   | <input type="checkbox"/> |
| Rejected and has to be resubmitted (Below 60%) | <input type="checkbox"/> |

**Examiner's Name and signature:**

Names: .....

Designation: .....

Signature: .....

Date: .....

## Appendix XI: Examination of Master's Dissertation/Project/Thesis

### THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



#### EXAMINATION OF MASTER'S PROJECT REPORT

Name of School: .....

Scholar's Name: ..... Reg. Number: .....

Name of the Programme of Study: .....

Title of the  
Dissertation/project:.....  
.....  
.....  
.....

Date of Defense: .....

S/N	Item for Assessment	Max. Points	I. E. Points awarded	E.E. Points awarded	Average Points
1.	Abstract				
2.	Introduction, Statement of Problem, Objectives, Hypotheses/Research Questions & Significance of Study	15			
3.	Theoretical and Conceptual Framework & Quality of Literature Review	10			
4.	Project Methodology	20			
5.	Analysis, Findings and Discussion	20			
6.	Evidence of Originality, Conclusion and Recommendations	10			
7.	Quality of Organization of the Project Report	05			
8.	Quality of Oral Presentation	15			
<b>Total Points</b>		100%			
<b>Final Grade</b>					

Examiner's Overall Recommendations:

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

The Dissertation is:

- Accepted as it is (above 90%) ☐
- Accepted with minor corrections (70% to 90%) ☐
- Accepted with major corrections (60% to 69%) ☐
- Rejected and has to be resubmitted (Below 60%) ☐

**Examiner's Name and signature:**

Names: .....

Designation: .....

Signature: .....

Date: .....

## Appendix XII: Examination of PhD Dissertation/Thesis

### THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY



#### EXAMINATION OF PhD DISSERTATION/THESIS

Name of School: .....

Scholar's Name: ..... Reg. Number: .....

Name of the Programme of Study: .....

Title of the Dissertation/Project:

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

Date of Defense: .....

S/N	Item for Assessment	Max. Scores	I.E. Scores awarded	E.E. Scores awarded 1	E.E. Scores awarded 2	Average Grade
1.	Abstract	05				
2.	Introduction, Statement of Problem, Objectives, Hypotheses/Research Question & Significance of Study	10				
3.	Theoretical and Conceptual Framework & Quality of Literature Review	20				
4.	Research Methodology	20				
5.	Analysis, Findings and Discussion	30				
6.	Evidence of Originality, Conclusion and Recommendations	15				
Total Scores		100				
Grade						

#### Examiner's Overall Recommendations:

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

The Dissertation is:

- |  |                          |
|--|--------------------------|
| Accepted as it is (above 90%)                  | <input type="checkbox"/> |
| Accepted with minor corrections (70% to 90%)   | <input type="checkbox"/> |
| Accepted with major corrections (60% to 69%)   | <input type="checkbox"/> |
| Rejected and has to be resubmitted (Below 60%) | <input type="checkbox"/> |

#### Examiner's Name and signature:

Names: .....

Designation: .....

Signature: .....

Date: .....

**Appendix XIII: Master's Oral Presentation/Defense Examination Result Form**  
**THE NELSON MANDELA AFRICAN INSTITUTE OF SCIENCE AND TECHNOLOGY**



**MASTER'S ORAL PRESENTATION/DEFENSE EXAMINATION RESULT FORM**

Name of School: .....

Scholar's Name: ..... Reg. Number: .....

Name of the Programme of Study: .....

Title of the Dissertation/project:

.....

.....

.....

Each examiner shall summarize his/her assessment of the presentation with a definite grade ranging from A to D based on the assessment criteria presented below:

S/N	Item for Assessment	Max. Scores	Scores awarded
1	Introduction of the subject/topic	10	
2	Thoroughness and understanding of the Content	20	
3	Organization of presentation, including speaking ability	30	
4	Conclusion	10	
5	Responsiveness to questions	20	
6	Time management	10	
Total Scores		100	

**Total Scores out of 15%-----**

**General Comments:** .....

.....

.....

Examiner's Name: ..... Signature: ..... Date: .....

**NB:** For detailed comments, examiners may use separate sheets.

## Appendix XIV: *Viva Voce* Examination Results Form for PhD Degree

**THE NELSON MANDELA AFRICAN INSTITUTE OF SCIENCE AND TECHNOLOGY**



### **VIVA VOCE EXAMINATION RESULTS FORM FOR PhD DEGREE**

Name of School: .....

Scholar's Name: ..... Reg. Number: .....

Name of the Programme of Study: .....

Title of the Dissertation/project:

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

Date of *Viva voce*: .....

S/N	Comments	TICK
1.	The PhD degree be awarded to the scholar unconditionally.	
2.	The PhD degree be awarded to the scholar subject to making minor corrections and revisions in the dissertation/thesis as detailed in the <i>viva voce</i> proceedings and the examiners' reports	
3.	The PhD degree is not to be awarded to the scholar because of failure to defend the Dissertation/thesis adequately BUT the scholar be allowed to revise and re-submit the dissertation/thesis for defense within 3-6 months.	
4.	The scholar fails the <i>viva voce examination</i> but is given another chance to resubmit and defend the dissertation/thesis after addressing all deficiencies detailed in the <i>viva voce</i> proceedings within 6-9 months	
5.	The scholar not be awarded the PhD degree because he/she has failed outright to defend the dissertation/thesis and the scholar shall be discontinued from studies	

#### **List of Panelist, Designation and their Signatures**

S/N	PANEL MEMBER	DESIGNATION	SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			