

## **Typing/Word Processing**

The document must be typed and printed on good quality white A4 paper. The typescript must be clear, Times New Roman, font size 12, double spaced and on one side of the paper. The alignment should be justified.

## **Pagination**

The preliminaries (i.e., parts preceding the Introduction) must be in lower case Roman numerals (i.e.: (i), (ii), (iii), (iv)...), beginning with the title page which should not be numbered. The pages in the main body of the document should be numbered in Arabic numerals (i.e.: “1”, “2”, “3”, “4”...) consecutively throughout. The page numbers should be centred in the lower margin.

## **Margins**

The left margin must be 4.0 cm; the right margin must be 2.5 cm; the top margin must be 2.5 cm, and the bottom margin must be 2.5 cm.

## **Title page**

See next page

Tables, text figures, diagrams and photographic illustrations should be numbered in separate sequence, and be referred to by number in the text. Each table and figure should have a concise but comprehensive caption. The illustrations should be of publishable quality (600 dpi or higher).

NB: No University of Namibia logo is allowed on any non-official University documents.  
(DO NOT PUT THE UNAM LOGO ON YOUR DOCUMENTS)

TITLE OF THE THESIS

A MINI THESIS SUBMITTED IN PARTIAL FULFILMENT  
OF THE REQUIREMENTS FOR THE DEGREE OF BACHELOR OF  
SCIENCE IN COMPUTER SCIENCE/ INFORMATION TECHNOLOGY

OF

THE UNIVERSITY OF NAMIBIA

BY

YOUR FULL NAME

202165657

**MONTH AND YEAR OF GRADUATION**

MAIN SUPERVISOR:      **XXX XXXXX**

Components of the preliminary pages (Each starting on a separate page)

### **Abstract**

Following the title page, the mini thesis/thesis/dissertation shall contain an abstract which concisely and comprehensively summarizes the essential points and conclusions emanating from the research. The abstract should be between 150-250 words (not exceeding 1 page). Furthermore, it should include the purpose of the study, a brief overview of the methodology used, the main findings, major conclusions and recommendations. The abstract should not contain headings, and must have 1.5 line spaced

### **List of Publication(s)/Conference(s) proceedings**

A list of publications and conference presentations by the student, that was part of their study, should be listed in this section. Any publication from thesis/dissertation must show UNAM as the student's affiliation.

### **Table of Contents**

The Table of Contents shall be generated to include level three subheadings.

### **List of Tables**

If there is a list of Tables, these should be consecutively numbered in Arabic numerals following the guidelines of the IEEE or ACM referencing styles.

### **List of Figures**

If there is a list of Figures, these should be consecutively numbered in Arabic numerals following the guidelines of the IEEE or ACM referencing styles.

## **List of Abbreviations and/or Acronyms**

Acronyms and non-standard abbreviations should be listed alphabetically in bold; the definitions should not be bolded.

## **Acknowledgements**

The document shall also contain an Acknowledgements section, in which the candidates express their appreciation and gratitude to all the people and institutions which rendered help in the course of the study.

## **Dedication**

If the candidate wishes to dedicate the document to any person, the dedication should be concisely written, and should appear in the preliminaries.

## **Declarations**

The document shall contain the various declarations as outlined on Page 10 of this document.

## **1. Introduction**

### **1.1 Background of the study**

Give a general overview and background of the research problem.

### **1.2 Statement of the problem**

Students should concisely formulate their research problems by clearly indicating research issues they investigated in their studies. This should include the purposes of their studies

### **1.3 Either objectives of the study or research questions (NOT BOTH)**

Based on the statement of the problem, students should state either objectives or research questions of their studies. They should do this unambiguously.

#### **1.4 Hypotheses of the study (where applicable)**

Where applicable, particularly in the Natural Sciences, students should state unequivocal and testable hypotheses that are based on theory and on the statement of the problem. Each hypothesis should have a clear rationale.

#### **1.5 Significance of the study**

Students should state the importance of their studies, the contribution of such studies to knowledge and to socio-economic progress.

#### **1.6 Limitation of the study**

Students should indicate the logistical, resource and other limitations of their studies and indicate the possible impact of such limitations. (should not deal with time and costs of running the research study)

### **2. Literature Review/ Related Works**

Students should prepare critical, synthesised and integrated literature reviews that should demonstrate the need and justification of their studies. The reviews should show gaps in knowledge, theoretical and methodological shortcomings, need for further research, unanswered questions, and disagreements in literature and theoretical frameworks that may need to be revised to resolve controversies. In addition, the reviews should demonstrate what has been done in research areas of interest and what remains to be investigated.

### **3. Research Methods / Development Methodology (where applicable one or both)**

### **3.1 Research Design**

Students should provide clear statements on either quantitative or qualitative research designs they used. It is necessary to provide the definitions of the research designs. They should specify how they used particular research designs in their studies. They should not merely provide the distinction between the two generic designs.

### **Population (where applicable)**

Students should, where applicable, specify the population to which they confined their research/studies.

### **3.2 Sample (where applicable)**

Students should clearly explain how they drew samples from the target populations. They should specify how they appropriately used either quantitative or qualitative sampling techniques to draw research samples. Merely describing what these sampling techniques are is inadequate.

### **3.3 Research Instruments (where applicable)**

Research instruments and measures that were used to collect data should be clearly provided under this section.

### **3.4 Procedure**

The manner in which data was collected should be explained here. How research instruments were used to collect data should be specified in this section.

### **3.5 Data analysis (where applicable)**

In this section, students should provide specific descriptive and/or statistical tests that they employed to analyse their data, and rationale. Mere reference to particular quantitative data analysis statistical packages and electronic qualitative data analysis procedures would not be sufficient.

### **4. Research Ethics**

Students should provide detailed information about ethical issues and how they addressed potential ethical dilemmas when conducting their research.

### **5. Results:**

- Data should be presented in a clear and concise and informative manner.
- A variety of forms might be used to present data, however the same data must not be presented in more than one form (for example tables and figures)
- Where applicable primary data should be attached as an appendix and not appear in this section

### **6. Discussions:**

- It should not merely be a description of the findings (tables and figures) in words
- This section forms the core of the document and therefore need to be a critical analysis of the results and demonstrate insight and understanding of the findings.
- Results and findings must be discussed in context and linked to literature and the stated research aims.
- The discussion must address the objectives and/or questions of the study

### **7. Conclusions:**

- This should not be a repeat of the results and /or discussion
- It should relate directly to the main objective(s) and / research questions of the study.
- It must indicate whether the problem was solved, what was learned through the research, what remains to be learned, weaknesses and shortcomings of study, strengths of study as well as possible applications of study (how it can be used).

## **8. Recommendations**

- Must emanate from the research findings and must be feasible
- Gives opinion on what measures should be adopted to solve the problem based on the conclusions made.
- May endorse the research findings as the solution to the problem or may propose an alternative route.
- Identify information gaps or inconsistencies and suggest further studies to address these.

## **9. References**

Should follow the IEEE or ACM referencing styles

## **Appendices**

- Should be numbered sequentially and can include the following:
- Ethical clearance certificate
- Interview/ questionnaire templates
- Code snippets
- Other relevant permissions (where applicable), e.g., collection permits, informed consent documents, etc.



- Data collection Instruments such as questionnaires, interview protocols, pre and post-tests etc.
- Any other relevant data such as supplementary information, raw data etc.

## DECLARATIONS

I, [student's name], hereby declare that this study is my own work and is a true reflection of my research, and that this work, or any part thereof has not been submitted for a degree at any other institution.

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**Name of Student**

.....

**Signature**

.....

**Date**