



University of Technology, Jamaica

Manual for Preparing Graduate Students' Final Research Documents

**SCHOOL OF GRADUATE STUDIES
RESEARCH AND ENTREPRENEURSHIP**

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1. Introduction

This Manual forms a part of the general University policies governing graduate studies. It provides guidelines and procedures for students to follow in preparing their final research documents.

Nomenclature for Final Research Documents

- Taught graduate courses at or below the master's level - *Research Project**
- Research-based graduate courses at the master's level - *Thesis*
- Research-based and taught graduate courses at the doctoral level - *Dissertation*

[*Includes Consultancy Research Project for the Master in Business Administration (MBA) in the College of Business and Management; Practicum Research Report for MSc in Workforce Training & Education (WTE) and MSc in Career & Technical Education (CTE) in Faculty of Education and Liberal Studies].

This manual is also to be used by the Supervisor (s) of Graduate students, whose responsibilities include ensuring that students follow its guidelines. Other relevant persons (such as Programme Directors, Graduate Studies, Research and Entrepreneurship Coordinators) should also be guided by the contents of this manual. Specifically, this manual provides guidelines and procedures to be followed, and requirements to be met pertaining to:

- Writing the final research document - Inclusive of pagination, arrangement, production of the manuscript, referencing, and correction of errors.
- Integrity in the research process. The importance of, and the procedures for, obtaining ethical clearance. This manual also makes reference to the University's Policy on Plagiarism and the provisions that must be adhered to.
- Use of illustrative and oversized materials.
- Discipline-specific requirements within the various fields of study offered by the University.
- Examination procedures, inclusive of the examination and relevant forms for completion.

It is the responsibility of graduate students to adhere to the requirements governing the preparation of their final research documents, to follow required procedures, and to meet established deadlines. A final research document that is non-compliant with the requirements set out in the manual will not be accepted by the University of Technology, Jamaica.

This manual is published in both print and digital formats and is also posted on the UTech, Jamaica website (www.utech.edu.jm).

2. Summary of General Considerations and Requirements

In this manual, *final research document* refers to a documented report of the process followed, and the results of original research conducted by a student in partial fulfillment of the requirements for a graduate degree. The final research document should be presented in a manner that will reflect favourably on the student, the College/Faculty, and the University.

The final research document must be written in English Language. It is the student's responsibility to write and edit his/her final research document. Correct grammar, punctuation, and spelling must be used, and all references and documentation are to be complete.

A final research document must be submitted in a form that can be reproduced in a clear and usable format, and because a final research document will be stored for many years, it must also be in a form that is durable. Durability depends on the choice of binding and the quality of the paper used. Close attention should be paid by the student to the following requirements:

- a) The text and all illustrative material should be clear and error-free;
- b) Paper of good quality (at least 50 lb white) must be used;
- c) Margins on each page should be as specified in the section, "**Preparing the Final Research Document,**" in this Manual;
- d) Awareness of and adherence to all applicable copyright laws and the University's Intellectual Property (IP) Policy (Intellectual Property resulting from research work undertaken by graduate students is subject to the University's IP Policy).

In carrying out their research, students are strongly encouraged to make maximum use of resources provided by the University, including online databases available through the Calvin McKain Library (see **Appendix 1**).

2.1 Thesis/Dissertation

The thesis/dissertation must reflect a distinct contribution to the knowledge of the subject and demonstrate evidence of originality shown either by the discovery of new facts or by the exercise of independent power of critical inquiry. It must be of a satisfactory literary standard and must be suitable for publication as a thesis/ dissertation of the University of Technology, Jamaica.

The thesis/dissertation must consist of the student's account of his/her own research. It may describe work done in conjunction with his/her Supervisor(s), provided that the student clearly

states his/her personal contribution to the investigation and that his/her statement is certified by the Supervisor(s).

A paper written or published in the joint names of two or more persons, one of whom is the student, may be included as part of a thesis/dissertation provided that the role that the student played in the work is described in the paper, and the contribution of the other authors is clearly explained. No thesis/dissertation shall consist wholly of previously published work.

The student where applicable must indicate in a preface how far the thesis/dissertation embodies the result of his/her own research, and in what respect his/her investigations appear to him/her to advance the study of his/her subject.

A thesis/dissertation consisting wholly of work for which a degree has been conferred on a student by the University of Technology, Jamaica or any other University will not be accepted; but a student shall not be precluded from incorporating work which he/she has already submitted for a degree at the University of Technology, Jamaica or any other University in a thesis/dissertation covering a wider field, provided that he/she shall indicate in a preface to his/her current thesis/dissertation any work previously done which had been so incorporated.

2.2 Research Project

Research projects must demonstrate students' ability to define problems, design and conduct an enquiry, and analyze and present the results together with the conclusions drawn from them. No research project shall consist wholly of previously published work or work previously submitted to the University of Technology, Jamaica or any other university for a degree.

3. Guidelines for the Supervision of Graduate Students' Research

3.1 Introduction

Supervision of graduate students is teaching and academic mentorship combined. Faculty members functioning as supervisors of graduate students' research are guiding them not just through a specific piece of research, but through a comprehensive training process of close faculty-student interactions that combines the intellectual and academic development of students in how to conduct research that demonstrate their ability to contextualize, define and solve problems; apply appropriate research methodologies to investigate or solve a particular problem; analyze and interpret research results appropriately and present them effectively; discuss and draw appropriate conclusion from research results; and disseminate research results through peer-reviewed publications or other means to relevant audiences.

Before students are accepted, Colleges/Faculties shall give consideration to the availability of supervisors, especially for students who have applied to pursue research-based and taught doctoral graduate courses of study.

The guidelines that follow are for the following graduate courses of study (and others that may be introduced in the future):

- Taught Graduate Courses at or below the Master's Level (e.g., Post-Graduate Certificate/Diploma, MSc, MBA)
- Research-Based and Taught Doctoral Graduate Courses of Study (e.g., MPhil, PhD, DBA, PharmD, EdD)

The nomenclature for the 'research product' for the abovementioned categories of graduate courses is as follows:

- Taught graduate courses at or below the master's level - *Research Project**
- Research-based graduate courses at the master's level - *Thesis*
- Research-based and taught graduate courses at the doctoral level - *Dissertation*

[*Includes Consultancy Research Project for the Master in Business Administration (MBA) in the College of Business and Management; Practicum Research Report for MSc in Workforce Training & Education (WTE) and MSc in Career & Technical Education (CTE) in Faculty of Education and Liberal Studies].

3.2. Taught Graduate Courses at or below the Master's Level

3.2.1 Role, Qualification, and Experience of Supervisor

- 3.2.1 a Students pursuing these courses shall be supervised by a supervisor with the requisite subject matter expertise, experience, and qualification.
- 3.2.1 b The Supervisor shall hold an academic appointment in the University of Technology, Jamaica, or another recognized university; and preferably have prior experience in the supervision of graduate students' research. Conversely, the Supervisor may be drawn from an industry related to the course of study and deemed an expert in the field given his/her years of experience and/or academic qualifications.
- 3.2.1 c The Supervisor has primary responsibility for the technical direction of the student's research project.
- 3.2.1 d Specifically, supervisors shall possess (for at least three years) a graduate degree of the same or higher level than that being pursued by the student being supervised.

3.2.2 Approval of Supervisor

- 3.2.2 a. The supervisor shall be identified, approved by the College/Faculty Board (on submission of their curriculum vitae), and assigned in a timely manner.
- 3.2.2 b Students may recommend persons to be considered as their supervisors.
- 3.2.2 c The School of Graduate Studies, Research & Entrepreneurship (SGSRE) shall be formally informed of the approval and assignment of supervisors forthwith following their approval.

3.2.3 Approval of Research Projects

- 3.2.3 a Students are to be informed in writing of the requirements the research project must satisfy and how it will be assessed to be deemed satisfactory.
- 3.2.3 b The research project shall be approved by the relevant committee within the College/Faculty/School. The SGSRE shall be formally provided with a list of the approved research projects forthwith following their approval.

N.B. *Any deviations from these requirements shall be approved by the respective College/Faculty Board, with justification that shall be formally communicated to the SGSRE forthwith following their decisions.*

3.3 Graduate Research-Based and Taught Doctoral Courses of Study

3.4.1 Supervisors

3.4.1 Students pursuing these courses of study shall be supervised by two supervisors, one of whom shall be the Principal Supervisor.

3.3.2 Role and Qualification of Principal Supervisors

3.3.2a Principal Supervisors have primary responsibility for the technical direction of the research work of students, and shall be recognized experts in the field of study.

3.3.2b Principal Supervisors shall ideally hold terminal qualifications in the field of study, be actively engaged in research in the field of study, have a record of scholarly publications (at least five peer-reviewed papers, for the supervision of PhD and other doctoral students, and at least three peer-reviewed papers for the supervision of MPhil candidates); hold an academic appointment in the University of Technology, Jamaica, or another recognized university; and preferably have prior experience in the supervision of graduate students' research.

3.3.3 Co-Supervisors

3.3.3 a The co-supervisors meet essentially the same requirements of the Principal Supervisor (with the exception of the requirement of publishing three/five peer-reviewed papers in the field) and may be drawn from outside of academia. This will ensure that the direction and monitoring of the student's research work is informed by up-to-date subject knowledge and research developments in the relevant industries.

3.3.4 Approval of Supervisors

3.3.4 a Supervisors shall be identified and assigned in a timely manner.

Supervisors shall be initially approved by the respective College/Faculty Boards on the joint recommendation of the Graduate Studies Research and

Entrepreneurship Coordinator, the Programme Director, and Head of School, on submission of their curriculum vitae.

3.3.4 b Students may recommend particular persons to be considered as their supervisors.

3.3.4 c Qualified and experienced members of the University community may request assignment to supervise a particular student.

3.3.4 d The SGSRE holds final authority for approving the appointment of supervisors. Regular updates on approval of supervisors should be reported to the Graduate Studies, Research & Entrepreneurship Committee.

3.3.5 Approval of Thesis/Dissertation Research Topics

3.3.5 a Thesis/Dissertation topics shall be approved by the relevant committee within the College/Faculty/School.

3.3.5 b Students are to be informed in writing of the requirements the Thesis/Dissertation research must satisfy and how it will be assessed to be deemed satisfactory. The requirements of a Faculty/College must not be in conflict with the policies of the SGSRE.

3.3.5 c The SGSRE shall be provided with a list of the approved Thesis/Dissertation topics forthwith after they are approved.

3.5. Meetings of Students and Supervisors

3.5.1 Supervisors of a graduate student shall meet with the student being supervised at least twice each semester during the period that the student is pursuing the graduate course of study, and more frequently when the Research Project (taught courses at or below the master's level), Thesis (research courses at the Master's level), or Dissertation (PhD and Taught Doctorates) are being finalized for presentation or examination.

3.5.2 A Graduate Students' Supervision Meeting Report (**see Appendix 2**) shall be completed for each meeting.

3.6 Responsibilities of Supervisors

The responsibilities of supervisors are:

- 1) Providing satisfactory mentorship, guidance, and advice to students.
- 2) Monitoring the progress of students' research.

- 3) Establishing and maintaining regular contact with students.
- 4) Identifying and having an input in the students' developmental needs.
- 5) Providing timely, constructive, and effective feedback on the students' work, including their overall progress within their course of study.
- 6) Ensuring that students are aware of the standards applicable to the conduct of research, including ethical principles.
- 7) Referring students to other sources of such support (internal or external), as may be necessary, to aid their success.
- 8) Facilitating students' interaction with others conducting research in the field. This may extend to supporting the student in seeking funding to attend and participate in conferences.
- 9) Providing guidance in the preparation of students' Research Projects, Thesis, or Dissertation to satisfy the requirements of the University and conventions of their discipline.
- 10) Guiding students' preparation of papers derived from their research for presentation at conferences or publication in appropriate peer-reviewed journals.
- 11) Completing the Graduate Students' Supervision Meeting Report and submitting a signed copy to the student, College/Faculty Office, and the SGSRE (see **Appendix 2**).

3.7 Responsibilities of Graduate Students

Responsibilities of graduate students include the following:

- 1) Familiarity with all relevant University regulations and College/Faculty-specific regulations and requirements applicable to graduate studies.
- 2) Payment of all applicable fees and compliance with registration deadlines.
- 3) Familiarity with research ethics, safety regulations, and the University's policy regarding intellectual property.
- 4) Active participation in the selection of supervisor (s) in collaboration with their Graduate Studies, Research and Entrepreneurship Coordinator, Programme Director, and the Head of School.
- 5) Engagement in regular contact/discussions with their supervisors and adhering to agreed schedule of meetings.

- 6) Maintenance of good progress in their work in accordance with agreed schedules and presentation of materials in a timely manner to allow for comments and discussions with their supervisors.
- 7) Participation in annual reviews of progress, planned publications and conference presentations in collaboration with their Supervisor, GSRE Coordinator, Programme Director, and Head of School.
- 8) Participation in approved conferences, seminars, and other academic activities that may contribute to the progress of their research or personal and professional development.
- 9) Ensure receipt of a signed copy of the Graduate Students' Supervision Meeting Report.

3.8 Resolution of Student-Supervisor Conflicts

During students' supervision, conflicts may arise. It is desirable that these are addressed and settled as quickly as possible within students' College/Faculty. If the problem is an irreconcilable personality clash between a supervisor and a student, or where the development of the research topic reveals that a supervisor's area of expertise is no longer relevant, then the student or his/her supervisor may request a change of supervision without prejudice to either party. The student or his/her supervisor may request that the Graduate Studies, Research and Entrepreneurship Coordinator (in consultation with the Programme Director and Head School) nominate a replacement supervisor with the approval of the Faculty/College Board (for taught courses at or below the Master's level) and SGSRE (for graduate research-based and taught doctoral courses). Where problems are more complex, the resources of the University's Counselling Unit may be utilized, if indicated. For problems that remain unresolved, the student may lodge a formal complaint in keeping with the University's policy and procedures for handling student complaints. These guidelines are to be read and interpreted in conjunction with:

- a) Regulation 5, Conditions and Procedures Governing Student Academic Misconduct, specifically, the Academic Misconduct Inquiry Panel (AMIP) and plagiarism
- b) Ordinance 1999/14, Student Discipline
- c) Student Handbook

- d) Intellectual Property Policy
- e) Policy and procedures for handling student complaints.

4. Integrity in the Research Process

Ethical Clearance

The University of Technology, Jamaica, is committed to high standards of research integrity. Researchers at the University, including students, shall, therefore, demonstrate integrity, honesty, and professionalism in the conduct of their research.

The requirement of academic integrity in research includes areas involving human and animal subjects, handling of data (in compliance with the Data Protection Act), publications (including the avoidance of plagiarism), conflicts of interest, and misuse or misapplication of research funds. Any breach of these requirements will result in the application of sanctions and penalties sanctioned by the relevant University Statutes and Ordinances.

Research involving the following **requires** ethical clearance:

- Human subjects
- Human remains, cadavers, tissues, biological fluid, embryos or fetus, etc.
- Animals
- Secondary/archival research
- Online research

Application Process

Applications for ethical clearance are to be submitted on the prescribed forms to the College/Faculty Research Ethics Committee (C/FREC) Chair on or before closing dates for submission approval. If an application is approved, the College/Faculty Research Ethics Committee recommends to the University's Research Ethics Committee that **a clearance certificate be issued**. If an application is denied, the College/Faculty Research Ethics Committee notifies the University's Research Ethics Committee (UREC) of reasons for the denial. The University's Research Ethics Committee will convey decisions to the applicants within five working days following the meeting at which the application was considered.

Closing dates for submission will be three weeks prior to the meeting of the University Research Ethics Committee and will be strictly adhered to.

Levels of Review

The UREC reviews applications under three different levels. Applicants are to apply for clearance under one of the following levels:

- a) *Full Review* (all research involving human and animal participants that may have greater than minimal risk, research involving new or unfamiliar methodologies, research involving deception, medical or biological issues, or related matters)
- b) *Delegated Expedited Review* (research with minimal risks that may be approved outside of a meeting of the full UREC. For example, a student does a replication of a previously approved protocol/study or a researcher conducting a study which involves no more than minimal risks.
- c) *Executive Review* (this review is done by the UREC Chair only. This involves research projects previously approved or those that do not involve the use of human participants).

Appeals of University Research Ethics Committee Decisions

Applicants have the right to appeal decisions of the College/Faculty Research Ethics Committee. Appeals shall be made to the Chair of the University's Research Ethics Committee.

Plagiarism

The University of Technology, Jamaica's Regulation *Governing Student Academic Misconduct* (Regulation 5 Statute XIII) states that plagiarism is:

“Presenting any material, whether in written, oral or electronic (form), that is attributable to, or the property of another person as one's own work without acknowledging the source from which the material is taken. Merely changing the words in someone else's work still constitutes plagiarism. This includes in whole and in part, but is not limited to the following materials: articles, essays, journals, graphs, tables, computer software, GIS files, photographs, digital images, designs, models, maps, theses, dissertations, reports, projects, lectures, music or other works of art...”

Therefore, if another person's ideas and/or words are used in research work, whether directly or indirectly, the source **must** be cited or otherwise acknowledged.

Plagiarism is considered an act of academic misconduct by the University of Technology, Jamaica and a serious criminal offence in other jurisdictions. The University reserves the right to subject graduate students' research work to checks for plagiarism using available tools.

The University's acceptable similarity index is no greater than 20%.

N.B.: All other relevant provisions of Regulation 5 ('Conditions and Procedures Governing Student Academic Misconduct') are applicable to graduate students' research.

5. Preparing the Final Research Document

Students are to refer to the section on College/Faculty discipline specifications for the appropriate length of their final research document and the appropriate referencing style to be used.

Collation

It is the student's responsibility to prepare and assemble all materials for the final research document, and to have the pages of the final research document in correct order.

Paper Size

Final research documents are to be typed on white letter-size paper (21.59 cm x 27.94 cm). If diagrams, maps, tables, and similar presentations do not fit on this sheet size, another size may be used and folded to fit.

Production of Manuscript

1. *Typing* – Typing is to be on one side of each sheet only. Typeface is to be Times New Roman and font size 12.
 - a. The text should be left aligned. Main headings should be centered, and boldface. Main headings are those that appear only at the top of the page to start a main section of the final research document.
 - b. Title and chapter headings should be Times New Roman, font size 12 and done in “title case” (capitalize each word except prepositions and pronouns)
 - c. Boldface is permitted only in the main headings, and subheadings.
 - d. Use italics for the following specific purposes only:
 - i. Level four and five headings
 - ii. Titles of journals and books
 - iii. Scientific terms or foreign words
 - iv. For emphasis
 - e. Do not use italics for the title, main headings, or sub-headings, figure and table titles.
2. *Spacing of typescript* – The text should be double-spaced. Footnotes should be single-spaced.
 - a. Chapter titles should not be double-spaced, if they are more than one line.
 - b. Double-space must be used for the following:
 - i. Above each heading listed in the Table of Contents,

- ii. Above each table and figure title in the List of Tables and List of Figures,
- iii. Above each entry in the bibliography and endnotes.

If a table or figure does not fill out a page, fill in the remaining white space below with the next occurring text. It is not necessary to move tables and figures to accommodate this change. White space in text of more than three double-spaced lines is not permitted.

3. *Margins* – The top, bottom, and right margins should be 1” or 2.5cm in width, and the left-hand margin should be 2” or 5cm in width, to allow for loss in binding.
 - a. An extra space of no more than three double-spaced lines at the bottom of a page is allowed where it is necessary to move a lone subheading at the end of a page to the following page
 - b. Margins should be left aligned
4. *Pagination* – Pages are to be numbered consecutively throughout the final research document. The Table of Contents, List of Tables, List of Figures are to be numbered using Roman Numerals.
 - a. The Title Page, Abstract, Dedication and Acknowledgements are unnumbered. All other pages must have a page number.
 - b. Arabic page numbering (Page 1) begins with the first chapter. Arabic page numbers continue in a single sequence through to the end.
 - c. Page numbers must be right aligned at the top of the pages.
 - d. Page numbers on pages containing figures or tables in landscape orientation should appear at the top of the page, above the table or figure, with the page number appearing on the right side of the page.
5. *Top and bottom of pages* – Avoid beginning and ending pages awkwardly. The general rule: have at least two lines of a paragraph at the bottom of a page. More specifically, the following items are **not** allowed:
 - a. Beginning a page with a final line of a paragraph (a “widow”) or with the final part of a hyphenated word (an “orphan”). To solve the problem, either bring a line from the previous page forward to the page containing the widow, or move the widow to the preceding page.

- b. Ending a page with only the first line of a paragraph. Instead, simply begin the paragraph on the following page, or move a line from the following page to join the single line on the preceding page.
- c. Ending a page with a subheading. Each subheading must be followed by at least two lines of text. The solution is to move the subheading to the following page.
- d. Separating figure or tables titles and captions from the figure or table itself. They must always appear on the same page. If a table is longer than one page, repeat the column headings on each subsequent page as well as a (table continued) note at the top left margin (*See page 21 for specific instructions concerning formatting of Tables and Figures*).
- e. Placing running heads or running feet (shortened document or chapter titles) at the top and bottom of pages.

Ethical clearance – Where it is required, based on the nature of the research (see Section 4), for a student to obtain ethical clearance for research, written evidence that clearance was received must be included as an appendix in the final research document.

6. *Footnotes/Endnotes* - Footnotes should be single-spaced and placed at the bottom of the appropriate page. If the references are treated as endnotes, they are to be placed in sequence (by chapter) immediately preceding the bibliography.

Form and style will differ from discipline to discipline, but the form and style selected must be consistently maintained throughout the final research document.. The recommended style manual appropriate to the discipline advises on the preparation and arrangement of footnotes and endnotes. Both footnotes and endnotes are acceptable.

7. *Tables and Figures* - A table or a figure should appear in the text closely following the point where it is first mentioned, usually no further than the page following.

Tables and figures should be listed by number, title, and page number in the thesis/dissertation, and the titles of tables and figures should correspond exactly to the titles which appear in the text. These lists should be placed after the Table of Contents. Arabic numbers should be used in two separate sequences for the identification of the Tables and Figures.

8. *Correction of Errors* - The final research document must be free of typographical and other errors.
 - a. Corrections made in ink or with correction- fluid are not acceptable. If a neat erasure cannot be made, the page must be re-typed.

- b. Deletions must not be made by crossing out or striking out letters or words. The typed line must be continuous. If the word or words cannot be erased clearly and neatly with proper spacing, the whole line, the paragraph, or the whole page must be re-typed.
- c. Additions of words or phrases must not be typed between lines or inserted by hand. The whole page must be re-typed to incorporate the additions.
- d. Pages which are obviously inserted pages are not acceptable. The surrounding pages should be re-typed to incorporate the material.

6. Arrangement of Final Research Document

The final research document should be arranged as follows:

Front Matter

Title Page:	REQUIRED; It is unnumbered)
Certification of Authorship:	(REQUIRED)
Copyright Page:	(Optional; included in front matter)
Dedication:	(Optional; has plain text heading at the top of the page or in the Table of Contents)
Acknowledgements:	(Optional; brief; included in a separate page; heading should be formatted in text)
Abstract:	(REQUIRED) should not exceed 350 words; this is the final page of the front matter)
Table of Contents:	(REQUIRED) It is numbered using Roman Numerals)
List of Tables:	(If any)
List of Figures:	(If any, including Figures, Schemes, Examples, etc)
Preface:	(Optional)

Body of Text

The structure of the body should follow the chapter requirements of the respective discipline.

Chapter 1 (page 1; number the remaining pages sequentially to the end). Other chapters or sections are to be numbered as indicated in the Table of Contents.

Back Matter

References:	(REQUIRED: Citations should be double-spaced, and the space between entries should also be doublespaced).
Footnotes:	(Used in accordance with discipline specifications).
Appendices:	(optional; should be numbered and should form part of the sequence of pages bearing Arabic numerals; must be included in the Table of Contents; and must be referred to in the body/text)

Formatting Each Element

Front matter

Title Page

The title page must identify the type of degree. It must also include the full title of the research project/thesis/dissertation, the student's full name, the year of submission and the College/Faculty. The standard format is given in **Appendix 3**.

*Certification of Authorship**

The title page must be followed by the Certification of Authorship Page signed by the student certifying the original authorship of the research work. The Certification of Authorship must read **exactly** as follows:

I, _____ (name of student), hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which to a substantial extent has been accepted for the award of any other degree or diploma of a university or other institution of higher learning, except where due acknowledgement is made in the acknowledgements.

Signature: _____

Date: _____

* In instances where the final research document is done by more than one student, the certification should be modified to reflect this by changing 'I' to 'we' and 'my' to 'our', and each student shall affix their signature.

Dedication and Acknowledgment (if included)

These two sections, which are best kept brief, are in the same font and point size as the body of the text. Do not list the dedication in the Table of Contents.

Where appropriate, a brief acknowledgement of any substantial assistance received shall be included on a separate page inserted in sequence. The Acknowledgement section is frequently the first main section in most research project report, thesis or dissertation, and, therefore, its heading,

“Acknowledgements” is considered a main heading that must be formatted like all the other main headings in the final research document.

Abstract

Next in sequence is the Abstract, which must not exceed 350 words and must be single-spaced and written as one paragraph. (See standard format in **Appendix 4**).

Table of Contents (including Appendices)

The final research document is to include a Table of Contents.

- Single space any multi-line chapter or sub-heading. Double space above each main entry. The Table of Contents must not be included in the table’s list of contents. Use no boldface in the Table of Contents.
- Only a-level (top- or first-level) subheadings need to be included. The text of the subheadings must appear in the Table of Contents exactly as it does in the body of the thesis/dissertation.

List of Figures, Tables, Illustrations, Charts, etc

- When necessary for textual cross-reference, a List of Tables, List of Figures, List of Nomenclature, List of Schemes, List of Abbreviations, etc., may be included in the preliminary pages of the final research document.
- When such lists are used, captions and/or legends must agree word for word with captions in the body of the final research document.
- Page numbers in these lists must be those on the page on which the table of figure begins or on which a lengthy caption appears.

Body of Text

Text of Research Project Report/Thesis/Dissertation

The body of the thesis/dissertation must follow with appropriate chapter headings and sub-headings.

Main (Chapter-level) Headings

- All main headings, including chapter or main section titles, must begin on a new page. Main headings include titles such as Acknowledgments, Table of Contents, List of Tables, List of Figures, Abstract, Chapter Number and Title, References, and Appendix Number and Title.

- All main headings must be identical with one another in font, point size, placement, capitalization, underlining, and boldfacing throughout the document. Consistency of the style of the main headings throughout the text is mandatory.
- The headline style of capitalizing must be used (i.e., capitalize the first letter of all words except articles, conjunctions, and prepositions).
- Single-space main headings longer than one line.
- Chapter numbers and titles must be in plain text, 12 point and Times New Roman.
- Main headings (level 1 heading) must be bold-face and centered.

Subheadings

Subheadings work with main headings to form the framework for the final research document. They follow a logical, descending sequence from the “a-level” subheading down to the “c-level” or even “d-level” subheading. Overall rules for subheadings are:

- Each subheading must not begin a new page; a subheading must be separated from preceding and following text by no more than a double space.
- The first (a-level) subheading must be visually subordinate to the chapter title. Each succeeding level of subheading should be visually subordinate to the preceding level.
- The format of each level of subheading must be identical to the format of others on the same level.
- Maintain the capitalization style for each level of subheading, whether lowercase or headline style.
- Avoid skipping levels from, for instance, a-level to c-level. Maintain consistency in all chapters.
- Avoid using more than three levels of subheadings.
- Levels 2, 3, 4 & 5 are left aligned and should be as follows:
 - o Level 2 & 3 headings bold faced
 - o Level 4 & 5 headings italics

Illustrative Materials

All illustrative materials must be included as standard electronic images—.jpg, .tif, .gif—within the body of the final research document. Captions must be in the same font and point size used throughout the thesis/dissertation. Audio files may also be included in acceptable media formats.

Oversized Material

Oversized materials (such as graphics, maps, charts, etc.) necessary to the exposition of the final research document can often be reduced in size photographically (photo-reduction) to fit the standard final research document page, or appear as a foldout. A foldout is a page whose left side is bound into the thesis but whose right side can be unfolded in up to 8 panels, extending, when read, beyond the right side of other final research document pages. The foldout should be carefully folded so that no folds fall outside the final research document margins. The page number must be placed to align with the number of other pages of the final research document. Alternatively, such materials must accompany the bound copy of the final research document in a pocket affixed to the inside back cover of the final research document and paged as advised under binding colour scheme and classification.

Quotations

1. Do not create block quotations for short quotations that are fewer than two lines OR less than forty (40) words.
2. Quotations of more than two lines should be set off from the text in single spacing and indented at least ½ inch from the left and right-hand margins.
3. Remove the quotation marks from block quotations.

Footnotes

Both footnote standards and their placements are to follow Faculty/Discipline Guidelines.

- Use a consistent style of documentation throughout.
Notes may be placed at the bottom of the page (footnotes) or grouped at the end of each
- chapter (endnotes).
- Footnotes may be numbered consecutively throughout the document or begin with number 1 in each chapter.
- Endnotes begin with number 1 in each chapter.
- Endnotes are a subsection of the chapter and thus the heading “Endnotes” should be formatted as an a-level subheading and the notes should not begin on a new page.
- Single space within each endnote; double space between each endnote.

Tables and Figures

Format the numbers and titles of all tables and figures identically throughout the text, consistently using a punctuation and capitalisation style. Maintain the same font and point size used in the text.

- Table numbers and titles must appear *above* the table.
- Figure numbers and titles must appear *below* the figure.
- Tables, figures, and graphs can be numbered one of two ways in the text. They can be numbered consecutively throughout the text and appendices (e.g., Table 1, Table 2, Table 3, Table 4, etc.) Alternatively, they can be numbered consecutively within each chapter and appendix; (e.g. Table 2.1, Table 2.2, Table 2.3, etc.)
- Multi-line titles/captions must be single-spaced.
- The use of frames around tables and figures is optional, but their use must be consistent—frame all or frame none.
- Place tables and figures near, but following, their first appearance in text. They do not necessarily have to be on the same page as the first appearance.
- It is not permissible to group tables and figures at the end of a chapter or final research document
- Two or more small, successive tables or figures may be placed on a single page.
- Large tables and figures sometimes need landscape orientation. In that case, they and their titles, captions, and the page number must face the right side of the page. If there is no room for the table number, title, and caption, they may appear alone, centered on the preceding page.
- Even though tables and figures may be slightly reduced or enlarged to fit within the margins of the page, the number, title, and caption font size should be consistent with the remainder of the body.
- If a table is longer than one page, place a notation in parentheses at the top left margin of all continued pages: (Table 2.2 continued). Repeat the table's column headings on the continued pages.
- A single figure may not be divided into more than one page. If it is too large to permit space for its number, title, and caption, they may be placed alone in the centre of the preceding page.
- Multi-part figures must have a single caption which incorporates the information about each part and can appear on two or more pages with the caption on the first page and (figure continued) on subsequent pages. The parts must be labeled a, b, and c, etc.

Back Matter

References (including endnotes as necessary)

The final research document must include a list of all the references cited therein and the list must conform to the conventions of the particular referencing style used.

- The style used for the references must be consistent with that of the College/Faculty/Discipline of the final research document.
- The most recent edition/version of the referencing style manual must be used.
- Double-space within each reference and double space between each one.

Appendices

The purpose of an appendix is to provide additional information which is pertinent to the research project report/thesis/dissertation. The appendices should be numbered and should form part of the sequence of pages bearing Arabic numerals. Each appendix must have a title descriptive of its contents, and a list of Appendices must be included in the Table of Contents.

7. College/Faculty/Discipline Specifications

Research Documents should be formatted as specified in this Manual. Referencing style should be interpreted to mean in-text citations and list of references at the end of the document. These should follow the specific referencing style for the discipline, e.g., American Psychological Association, Institute of Electrical and Electronics Engineers and Modern Language Association.

The following specifications are to be followed:

College of Business and Management

MBA/MSc – 15,000 – 25,000 Words

DBA – not to exceed 60,000 words

PhD - not to exceed 80,000 words

Referencing style – APA (American Psychological Association)

College of Health Sciences / Joint Colleges of Medicine, Oral Health and Veterinary Sciences / Faculty of Science and Sport

Natural Sciences

MSc. - 15,000 – 25,000 Words

MPhil. - not to exceed 50,000 Words* Excluding references, appendices, tables, and figures
PhD - not to exceed 80,000 Words

Referencing style – APA (American Psychological Association)

Clinical and Medical Sciences

MPhil. - not to exceed 50,000 Words * Excluding references, appendices, tables, and figures

PhD - not to exceed 80,000 Words

Referencing style – APA (American Psychological Association)

Faculty of the Built Environment / Faculty of Engineering and Computing

Engineering and Computing

MSc. - 15,000 – 25,000 Words

MPhil. - not to exceed 250 pages * including appendices

PhD - not to exceed 500 pages

Referencing style – APA (American Psychological Association) or IEEE (Institute of Electrical and Electronics Engineers)

Built Environment / Architecture

MSc. – 15,000 – 25,000 Words

MPhil – not exceeding 50,000 words

PhD – not exceeding 80,000 words

Referencing style – APA (American Psychological Association)

Faculty of Education and Liberal Studies / Faculty of Law

Education

MEd. 15,000 – 25,000 Words

MPhil - not to exceed 50,000 words* Excluding footnotes or endnotes and appendices

PhD - not to exceed 80,000 words

Referencing style – APA (American Psychological Association)

Liberal Arts

MA. - 15,000 – 25,000 Words

MPhil. - not to exceed 50,000 Words * Excluding footnotes or endnotes and appendices

PhD - not to exceed 80,000 Words

Referencing style – APA (American Psychological Association)

Law

LL.M. (Legislative Drafting: with Research Paper) - 15,000 – 25,000 Words

LL.M. (Coursework: with Research Paper) - 15,000 – 25,000 Words * exclusive of footnotes or endnotes & Appendices

LL.M (Thesis only) -not to exceed 50,000 Words

PhD - not to exceed 80,000 Words

Referencing styles – OSCOLA (Oxford University Standard for the Citation of Legal Authorities), APA (American Psychological Association) and MLA (Modern Language Association)

Notes:

- 1. The latest edition of the referencing style for the specific discipline should be used.**
- 2. There are approximately 250 – 280 words per page.**

8. Submission and Examination

Declaration of Suitability for Examination

1. The Supervisor(s) for each student shall ensure that the final research document is written in accordance with University's standards as set out in this Manual.
 - a. The Supervisor (s) and Graduate Studies, Research and Entrepreneurship Coordinator of the student's College/Faculty are required to declare that the final research work is suitable for examination. 'Suitability for examination' includes presentation, including legibility, accuracy, clarity of expression and general freedom from typographical and grammatical errors, of the final research document. A declaration that the final research work has been edited must also be attached to **Appendix 5**.
 - b. A student has the right to request that the final research work be examined, although the Supervisor (s) may not think it is of a suitable standard. Such instances must be clearly identified on the **Notice of Submission Form**, which must have attached to it, statements from the Supervisor (s) and the student outlining the circumstances. On being informed of such circumstances, the School of Graduate Studies Research & Entrepreneurship will make a determination of the appropriate action to be taken.
2. Electronic copies of the final research document together with a completed **Notice of Submission Form (Appendix 5)** must be submitted by the student to the Graduate Studies, Research and Entrepreneurship Coordinator of his/her College/Faculty.
3. For taught courses at or below the master's level, the assessment procedures outlined at pages 34-36 and the rubrics (Appendices 7 and 8) of this Manual shall be followed for **Research Projects**.
4. For **research-based courses** and taught doctorates, the **Thesis/Dissertation** will be distributed appropriately by the School of Graduate Studies, Research Entrepreneurship.

Assessment of Research-based Courses (MPhil and PhD) and Taught Doctorates (e.g., DBA, PharmD, EdD)

Appointment of Examiners

1. Three Examiners shall be appointed for a student – two External Examiners and one Internal Examiner.
2. All three Examiners shall be approved by the respective College/Faculty Board (with prior consultation with the SGSRE) with final ratification by the Academic Board.
3. Examiners shall be appropriately qualified and experienced with graduate teaching experience, research degree supervision, and expertise in the area to be examined.
4. Examiner (s) will be advised that they shall not accept appointments if circumstances exist that may affect their ability to render a fair and impartial assessment of a student's work.

Functions of the Examiners

1. Following receipt and assessment of the Thesis/Dissertation manuscript, the Examiners are to submit independent written reports *directly* to the School of Graduate Studies, Research and Entrepreneurship (SGSRE) in the prescribed format, *prior* to the Oral Examination.
2. The report (**see Appendix 6**) shall take account of the following aspects of the Thesis/Dissertation:
 - a. Presentation
 - b. Quality as a work of substance
 - c. Originality of thought, presentation and judgment
 - d. Quality as contribution to knowledge, where appropriate
 - e. Demonstration of techniques relevant to the study
3. Once the Examiners' reports are received, the SGSRE shall proceed with organizing the Oral Examination (in collaboration with the College /Faculty).
4. Following the assessment of the Thesis/Dissertation and the conduct of the Oral Examination, the Examiners shall recommend whether or not the degree should be awarded. The recommendation for the award (with or without revisions/corrections) of the degree shall be unanimous.

Thesis/Dissertation Oral Examination Panel

The composition of the Thesis/Dissertation Oral Examination Panel is as follows:

1. **Chair** – Head, School of Graduate Studies, Research & Entrepreneurship (or, in the absence of the head, a person appointed by the Deputy President acting on the authority of the Academic Board. (*The Chair is not an Examiner*).
2. **Examiners** (External and Internal)
3. **Portfolio-based Observers:**
 - a. College/Faculty Dean
 - b. Head of School
 - c. College/ Faculty Graduate Studies, Research & Entrepreneurship Coordinator
 - d. College/Faculty Examination Officer
 - e. Student’s Supervisors
 - f. Independent College/Faculty Member
 - g. Graduate Studies, Research & Entrepreneurship Officer

Procedures for the Conduct of Oral Examinations

1. The SGSRE shall ensure that all Oral Examinations are conducted under a reasonably uniform set of procedures, and in a controlled and orderly manner.
2. For each Oral Examination, the Chair shall:
 - a. Be present for the duration of the examination;
 - b. Control the conduct of the examination ensuring that questions are put fairly and that the student is given adequate opportunity to answer;
 - c. Ensure that in reporting their conclusions on the results of the Oral Examination, the Examiners confine themselves to matters arising from the Oral Presentation and from their assessment of the manuscript of the Thesis/Dissertation.
 - d. Ensure that the Examiners’ recommendations are recorded on the Examination Cards.
3. Persons other than the student, the Chair, the Examiners, and designated Observers may be present at the Oral Examination as attendees only, subject to the discretion of the Chair of the Examination Panel, who shall be advised in advance.
4. The dress code for students being examined is business formal.

Steps/Stages for Conducting Oral Examinations of Students for Higher Degrees (MPhil, PhD, and Taught Doctorates)

Preamble (to be read aloud by the Chairman at the start)

“The successful completion and award to an individual of a higher degree by a University, entitles the recipient to all the rights, privileges, and responsibilities appertaining thereto. A transparent oral examination, conducted by examiners in the presence of witnesses, following their review of the written work, is one of the time-honoured ways Universities go about establishing that individuals awarded higher degrees are rightfully deserving of such degrees. This is beneficial to the individual, the University, and society.”

Steps/Stages	Related Matters
1. Preliminaries	<ul style="list-style-type: none"> • The Chairman introduces himself, commences the proceedings • The Chairman welcomes and introduces Portfolio-based Observers; Examiners – External & Internal; Independent Faculty Member; Candidate, and other approved attendees. • The Chairman recites the preamble above and gives an overview of the stages in the process (how the exam will be conducted), as under (Steps 2-6). Chairman also advises the audience of their expected conduct.
2. Presentation by the Student (Maximum of 45 minutes for doctoral and 30 for MPhil candidates).	<ul style="list-style-type: none"> • Invitees remain in the room. • There must be no clapping or any prompting or interaction with or interruption of the student. • The Chairman invites the student to begin their timed presentation • [Online: Camera must be on].
3. “The Defense” – Questioning of the student by each Examiner based on the presentation and their review of the draft thesis/dissertation and the contents of their written reports that were submitted to the SGSRE.	<ul style="list-style-type: none"> • Invitees remain in the room. • There should be no prompting or interaction with or interruption of the student. <p>[Online: Candidate keeps camera on]</p>
4. The Decision (“Verdict”)	<ul style="list-style-type: none"> • The Student, student’s family members, graduate students and other invitees (as determined by the Chairman) are requested to exit the room [Online: student will be

	<p>placed in the waiting room]</p> <ul style="list-style-type: none"> • The Chairman invites Examiners to make additional/final comments, including their recommendation as to the award of the degree – two options: <ul style="list-style-type: none"> ○ The degree be award [subject to indicated revisions being made] – during the Oral Examination and also in the written Reports <p style="text-align: center;"><u>NB: Examiners’ decision that the degree be awarded must be unanimous.</u></p> ○ The degree not be awarded at this time – the student should revise and resubmit the thesis/dissertation for re-examination consistent with the University’s policies. [Re-examination is not an option for students being examined for the 2nd time] <ul style="list-style-type: none"> • The Chairman invites Examiners to sign the Exam Card in triplicate [in blue ink]. <p>[Online: Exam cards will be sent to Examiners by courier or other appropriate, secure method.]</p>
5. The Announcement	<ul style="list-style-type: none"> • The Chairman re-admits the student and announces the decision of the Examiners to him/her.. • The Chairman at his/her discretion may invite the student and other persons to make comments.
6. Closing	<ul style="list-style-type: none"> • The Chairman makes final remarks including expressing thanks to all parties, and terminates the proceedings.

N.B: It is the responsibility of Academic Units, and in particular Supervisors, to:

1. Ensure that students are familiar with all aspects of the Oral Examination Process.
2. Conduct rehearsal sessions with students to ensure that their presentations meet acceptable standards and adhere to the allotted time.

Re-examination of Thesis/Dissertation

Where award of the degree is not recommended, one opportunity for re-examination of a student is allowed, subject to the following:

1. The student shall resubmit the Thesis/Dissertation for re-examination within one year from the date when he/she was first examined.
2. The Examiners' reports shall be provided to the student by the SGSRE for guidance on the deficiencies of the first submission.
3. Fees payable by the student for re-examination will be those established by the University (i.e., the equivalent of the prevailing costs for the examiners and supervisors, plus any other fees that may be due and payable [e.g., auxiliary fees and continuation fees]).

Appeals

1. Students may appeal against a decision for the non-award of a degree following examination, or re-examination, of a Thesis/Dissertation, and request a review of the Examiners' recommendations. A student wishing to lodge an appeal must do so in writing to the Chairman of the Graduate Studies Research and Entrepreneurship Committee (GSREC) through the Graduate Studies, Research and Entrepreneurship Coordinator for his/her College/Faculty within 10 working days from the date of notification of the result.
2. The Graduate Studies Research and Entrepreneurship Committee (GSREC) shall name an Appeal Panel to consider such an appeal. The Appeal Panel shall consist of: two Associate Vice Presidents (one of whom shall be the Chair); one Dean (not from the student's College/Faculty); one Graduate Studies, Research & Entrepreneurship Coordinator (not from the student's College/Faculty); and the University Librarian. The SGSRE shall nominate the members of the Appeal Panel for approval by the GSREC
3. Appeals will be considered only on the following grounds:
 - That there is evidence of procedural irregularity in the conduct of the examination of the Thesis/Dissertation (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such irregularity;
 - That there is evidence of unfair or improper assessment on the part of one or more of the Examiners. Students may not otherwise challenge the academic judgment of the Examiners.
4. The Appeal Panel shall proceed to hear the appeal within 40 working days from the date the appeal was received, and communicate its decision, which is final, to the student within 10 working days from the date of the hearing.
5. A student appealing has the right to provide the Appeal Panel with any material deemed

relevant to the appeal.

A **fee** to be determined by the University is payable by a student lodging an appeal; the fee will be refunded if the Appeal Panel decides in favour of the student.

Assessment of Taught Graduate Courses at or below the Master's Level

The assessment of the research projects of students pursuing these courses of study shall be as follows (with noted exceptions):

1. Programme Directors and Graduate Studies, Research and Entrepreneurship Coordinators (GSRECs) shall work collaboratively in making the arrangements for the assessment of the final research product (the SGSRE shall be consulted as necessary and kept apprised).
2. There shall be two Assessors/Markers for the written research project report and an oral presentation of the work (if this is a part of the assessment). One Assessor/Marker shall be the students' assigned Supervisor and the other Assessor/Marker drawn from either (i) another College/Faculty within the University, or (ii) external to the University.
3. Assessors/Markers shall be approved by the relevant College/Faculty Board and thereafter submitted to the GSREC for noting. The terms of engagement of Assessors/Markers shall be in writing and consistent with the applicable and prevailing policies of the University.
4. The Assessors/Markers will assess the written research project report, which shall contribute 60% of the final grade, using the rubric shown as **Appendix 7** (or other rubrics that are approved by the SGSRE, in keeping with the need of different disciplines which have a peculiarity in the methodology of assessment). The grades of the Assessors/Markers are to be averaged.
5. Students will also make an oral presentation of 25 minutes in duration (if this is a part of the assessment), which shall contribute 40% of the final grade and be assessed by the Assessors/Markers using the rubric shown as **Appendix 8** (or other approved rubrics, that are approved by the SGSRE, in keeping with the need of different disciplines which have a peculiarity in the methodology of assessment). The grades of the Assessors/Markers are to be averaged.
6. The average grades for the written research project report and the oral presentation (if this is a part of the assessment) are to be combined to yield the final grade. Tabulation of the submitted grades from the Assessors/Markers is the responsibility of the Programme Director for the relevant Course of Study.

Oral Presentation Panel

- The Chair for the oral presentation panel shall be the Graduate Studies, Research and Entrepreneurship Coordinator (GSREC) for the given College/Faculty (where the GSREC is the Supervisor of a student being assessed, the Dean shall nominate a suitable replacement [e.g., Vice Dean or Head of School] as Chair).
- The other members are:
 - The Assessors/Markers,
 - College/Faculty Examination Officer,
 - Programme Director, and
 - Graduate Studies, Research and Entrepreneurship Officer.

N.B. In cases where students are not required to make an oral presentation, guidelines pertaining to it are not applicable to them.

Steps for Conducting the Oral Presentations

Steps/Stages	Related Matters
1. Preliminaries	<ul style="list-style-type: none">• The Chairman introduces himself/herself, commences the proceedings• Chairman welcomes and introduces other panel members.• The Chairman gives an overview of the stages in the process (how the oral presentation will be conducted), as under (Steps 2-5).
2. Presentation by the Student (Maximum of 25 minutes)	<ul style="list-style-type: none">• There should be no prompting or interaction with or interruption of the student.• The Chairman invites the student to begin their timed presentation.• [Online: Camera must be on].
3. Questioning of the student by each Assessor/Marker, if deemed necessary, based on the presentation.	<ul style="list-style-type: none">• There should be no prompting or interaction with or interruption of the student.• The Assessors/Markers complete the assessment rubric [Online: Student keeps camera on]

4. The Decision	<ul style="list-style-type: none"> • The student requested to exit the room or online platform. • The Chairman invites Assessors/Markers to make comments (including required revisions) and state their individual grades for the Oral Presentation – two options: <ul style="list-style-type: none"> ○ <i>Student passed the oral presentation</i> ○ <i>Student failed the oral presentation</i>
5. Closing	<ul style="list-style-type: none"> • The Chairman makes final remarks, including expressing thanks to all parties, and terminates the proceedings.
6. Administrative procedures to be undertaken after the Oral Presentation	<ul style="list-style-type: none"> • The Assessors/Markers submit the completed assessment rubrics and Assessment Card for the Oral Presentation and the written Research Project to the GSREC. • The grades for the Oral Presentation and the Research Project are averaged by the Programme Director to determine if the student passed/failed the research module overall. • Formal communication is sent to the student on the outcome of the assessment of the Oral Presentation and the written Research Project.

N.B: It is the responsibility of Academic Units, and in particular Supervisors, to:

- 1. Ensure that the students are familiar with all aspects of the Oral Presentation Process.**
- 2. Conduct rehearsal sessions with students to ensure that their presentations meet acceptable standards and adhere to the allotted time.**

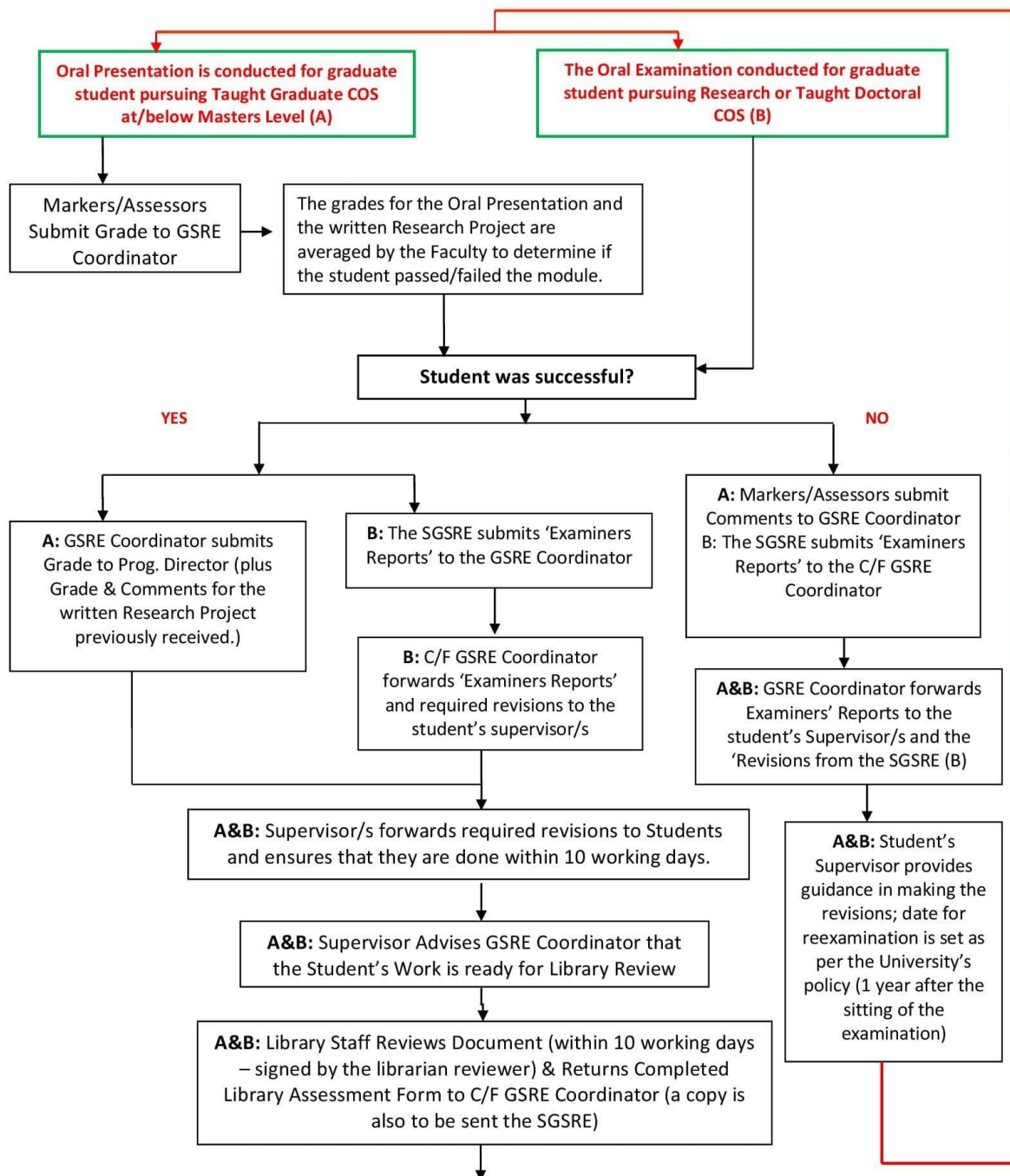
9. Making Revisions and Submission of Final, Bound or Electronic Copies of Final Research Documents

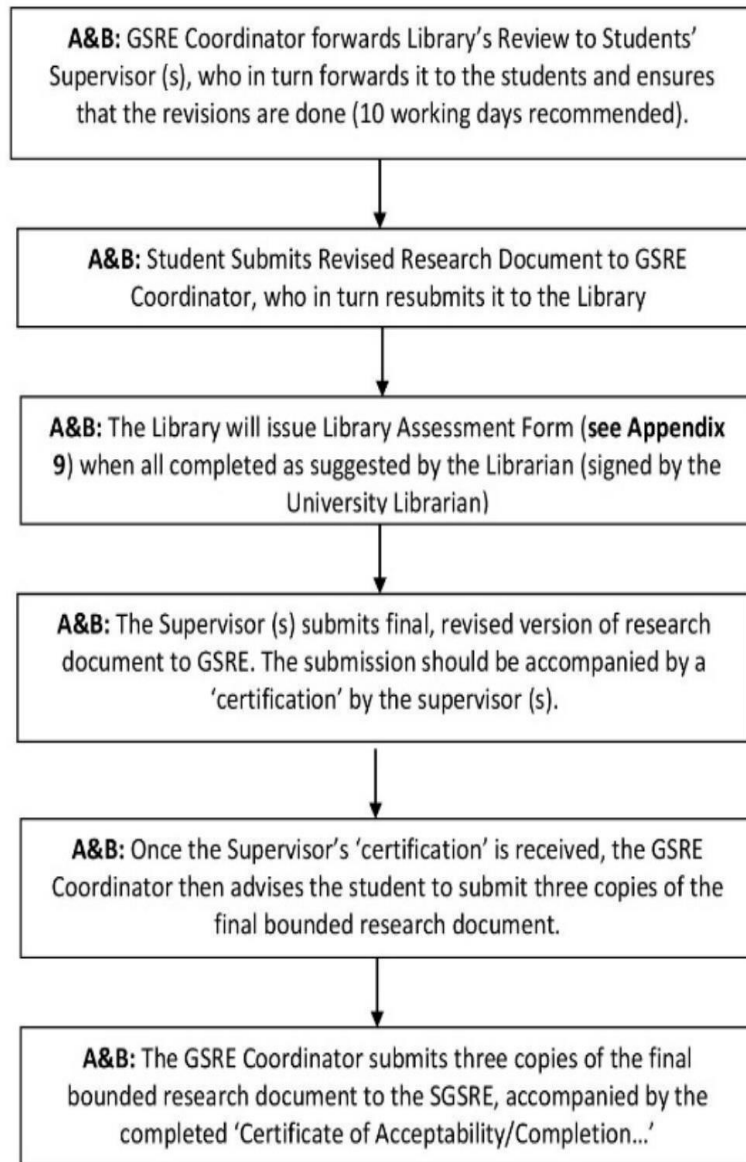
These guidelines are established to assist staff members who have the responsibility to guide students using the steps to be followed and the actions to be taken after they have successfully completed their Oral Examinations or Oral Presentations.

Following successful Oral Examinations and Oral Presentations where Examiners have made recommendations for revisions to Final Research Documents, the Flowchart overleaf sets out the steps that must be followed:

Steps in the Finalization of Graduate Students' Research Documents

Flowchart – Steps in the finalization of Graduate Students' research products





Key

A - Graduate student pursuing Taught Graduate COS at or below Masters Level

B - Graduate student pursuing Research or Taught Doctoral COS

- The student must also sign and submit the copyright release form (**Authorization for Use and Copy of Research Project/Thesis/Dissertation, see Appendix 10**) together with (but separately from) their final research documents.
- Students may also register their Theses/Dissertations as per the guidelines herein.

Binding Colour Scheme

Final submissions of all Theses/Dissertations are to be full bound in cloth or buckram. The acceptable colour is black and lettering should be in gold block letters.

The Thesis/Dissertation must have the author's full name, the degree, and the year of conferral of the degree boldly lettered in gold on the front cover ¼'' (6mm) high. This should also appear on the spine, lettered downwards, in the same font (see **Appendix 11**).

Where items other than a volume are submitted, these should be contained in a uniform cloth or buckram box, which is labeled in conformity with the height and lettering of the printed volume. Small items (e.g. a computer disk) should be housed in a matching cloth or buckram pocket, attached to the back inside cover board of the main work.

N.B.: The physical or electronic copies of Research Project/Thesis/Dissertation, once lodged with the School of Graduate Studies, Research and Entrepreneurship, becomes the property of the University of Technology, Jamaica.

Restrictions to Access

All research projects reports/theses/dissertations will be made available for public reference and inter-library loan by the University.

Distribution of Final Copies of Final Research Documents

The SGSRE shall distribute copies of Final Research Documents as follows:

1. One copy to the Library
2. One copy will be returned to the relevant College/Faculty
3. One copy will remain with the SGSRE

Submission of Electronic Copies of Final Research Documents

Manuscripts may also be submitted in electronic format and must follow the following guidelines.

File Format: Manuscript	Adobe PDF required. NO compression; NO password protection; Students are responsible for the appearance (i.e., it must appear and be downloaded exactly as submitted)
Multimedia files and formats	Acceptable with external or internal links.
Images	gif, jpeg, jpg, tiff , png,
Video	mp4, mov, avi, wmv, flv
Audio	Mp3, aif, CD-DA; CD-ROM/XA, -midi, mpeg-2, snd, wav
Fonts	Embedded fonts are REQUIRED. Post Script Type 1 fonts are required. Any legible font except script, italic, or ornamental font's equivalent in scale to 10pt. Arial or 12pt. Times New Roman accepted. Italicized font may be used for non- English words and quotations. Applies to all text including captions.
Line spacing	Double-space: dedication, acknowledgements, and body of the manuscript, except for block quotations, multiline captions, items in tables, lists, graphs, charts. Single-space: footnotes/endnotes, abstract, bibliographic entries, lists in appendices.
Color/Resolution	Images in the format specified should have a resolution of at least 300 dpi.

10. Documents for Presentation to the Academic Awards Review Committee

The College/Faculty shall submit the following documents, in a logical sequence, and in an appropriately presentable manner (separate from submissions in respect of undergraduate students), befitting advanced degrees, to the Chairman of the Academic Awards Review Committee.

1. Copy of title page of Thesis/Dissertation/Research Project (**All students**)
2. Copy of the Abstract (**All students**)
3. Signed copy of the Certificate of Authorship (**All students**)
4. Copy of EAS/ISAS clearance (**All students**)
5. Completed copy of Certificate of Submission of Final Version of the Research Projects/Thesis/Dissertation Form (**Appendix 12**), bearing the office stamp and signature of SGSRE representative. (**All students**)
6. Copy of the Research Project Assessment Report Card (Appendix 15) signed by the Assessors/Markers attesting to the grades they have awarded. (**Students pursuing taught courses at or below the master's level**)
7. Copy of the Examination Card signed by the Examiners attesting to their recommendation that the degree be awarded. (**Students pursuing research degrees and taught doctorates**)
8. Copy of evidence of peer-reviewed publication (**Applicable to students pursuing research degrees, who entered the University in Academic Year 2021/22, and for those students for whom this requirement existed before Academic Year 2021/22**).

11. Registration and Publication of Research Project Reports/Theses/Dissertations

Registration

Students may choose to register their research project reports/theses/dissertations with the Jamaican Copyright Licensing Agency (JAMCOPY), Jamaican National Reproduction Rights Organization and the Collective Management Organization.

The information submitted must be the officially approved title of the research work, the name of the University, the degree for which the work is submitted, the full name of the student as officially registered, and the year when the work was submitted for examination.

Publication

Authorship

The convention is that students are first authors on research project reports/theses/dissertations that are published together with their Supervisor(s).

Students who intend to develop their research project reports/theses/dissertations for publication, or for other commercial purpose, are advised to inform the School of Graduate Studies Research and Entrepreneurship of their intention by submitting a withholding form (**Appendix 13**).

ISBN

The National Library of Jamaica (NLJ) is the agency that has the responsibility to assign International Standard Book Number (ISBN) to local publications. In order to obtain an ISBN number for research work to be published, visit the National Library of Jamaica website <http://www.nlj.org.jm/> and complete the ISBN Request Form.

Appendices

Appendix 1

Online Databases Available through the Calvin McKain Library

The Calvin McKain Library through its Knowledge Portal (see link below) provides access to the following Online Databases that students should use to assist with their research:

- Access Newspaper Archive
- Access Engineering
- Access Pharmacy
- Acland's Video Atlas of Human Anatomy
- American Chemical Society Publications
- ACM Digital Library
- Bates Visual Guide to Physical Examination
- EBSCOhost
- Emerald Insights
- IEEE Xplore Digital Database
- IET Digital Library
- JUSTIS One
- LexisNexis
- MedicinesComplete
- FirstSearch
- O'Reilly for Higher Education
- Primal Pictures
- ProQuest One Academic
- Research4Life
- SAGE Research Methods
- Taylor and Francis Online
- West Indian Medical Journal

http://library.utech.edu.jm/client/en_GB/default/?rm=KNOWLEDGE+PORT0%7C%7C%7C1%7C%7C%7C0%7C%7C%7Ctrue

Appendix 2

Graduate Students' Supervision Meeting Report

Name of Student: ID # & Year of Entry:

Faculty/College: School:

Academic Year: Semester:

Title of Research:

Name of Principal Supervisor: Date of Meeting:

Name (s) of Co-Supervisor (s):

Matters Discussed (eg. Literature Review, Discussion etc.)

New Recommendations made / instructions given to the student

Scheduled meetings are to be held between graduate students and their supervisors as may be necessary, but at least one meeting must be held in each semester. After each meeting, one copy of the completed and signed form should be submitted by the STUDENT to the Faculty/College Office and another copy forwarded to the SGSRE.

Principal Supervisor's comments:

Signed: _____

Date:

Co-Supervisor's comments:

Signed: _____

Date:

Student's comments:

Signed: _____

Date:

Scheduled meetings are to be held between graduate students and their supervisors as may be necessary, but at least one meeting must be held in each semester. After each meeting, one copy of the completed and signed form should be submitted by the STUDENT to the Faculty/College Office and another copy forwarded to the SGSRE.

Appendix 3

Sample Title Page for Research Project/Thesis/Dissertation

Title of Research: (Example: The Architecture of the Church: Iconography and Symbolism in 20th Century Christian Architecture With Reference to Jamaica and the English Caribbean)

A Research Project/Thesis/Dissertation (NB: delete 'Research Project' 'Thesis' or 'Dissertation' as applicable)

Submitted in Partial Fulfillment of the Requirements for the
Master of Science in Architecture

University of Technology, Jamaica

Student's Name: (Example: Lamont M. McMillan)

YEAR (Example: 2021)

Caribbean School of Architecture

Faculty of the Built Environment

Appendix 4

Sample Abstract for Research Project/Thesis/Dissertation

ABSTRACT

[The abstract should be a complete but concise description of the research. It should not be separated into different paragraphs and must state the purpose, methods, results and conclusions of the research undertaken, and shall not exceed 350 words].

Keywords: [Up to five keywords relevant to the research are to be included; each keyword is to be separated by a comma].

Appendix 5

Notice of Submission Form for Examination

UNIVERSITY OF TECHNOLOGY, JAMAICA

NOTICE OF SUBMISSION FORM FOR EXAMINATION OF RESEARCH PROJECT/THESIS/DISSERTATION

MPhil, PhD, Taught Doctorates Thesis/Dissertation Submission Form

(Two electronic copies [one in MS Word and one in PDF] are to be submitted)

Name: _____

ID #: _____

College / Faculty: _____

Course of study: _____

Date: _____ Signature of Student: _____

Name of Principal Supervisor _____

Signature: _____

Name of Co- Supervisor(s): (where applicable) _____

Signature: _____

Title of Research Project/Thesis/Dissertation: _____

FOR SGSRE USE ONLY

No. of copies submitted: _____

Name and Signature _____

Date (YY/MM/DD) _____

Appendix 6

Guidelines for Thesis/Dissertation Examiners' Report

Guidelines for Thesis/Dissertation Examiners' Report

The Thesis/Dissertation Examiners' Report shall be prepared in accordance with the follow rubric:

A. Introduction and Objectives:

1. Is there evidence of a sound literature review that cited relevant and current works in the field studied and places the -student's work within this broader context?
2. Is the rationale for the study clearly and adequately established?
3. Are the objectives of the study clearly stated?
4. Is the scope of the research appropriate for the:
 - a. MPhil degree?
 - b. PharmD degree?
 - c. DBA degree?
 - d. PhD degree?

(N.B. Please take cognizance of the degree being examined.)

B. Methodology:

1. Is the research design/method appropriate and adequate for the particular problem (s) studied?

C. Results/Contribution to Knowledge:

1. Have the data been appropriately presented and illustrated?
2. Have the data been satisfactorily analyzed and interpreted?
3. Is there demonstrated knowledge and skill of the -student in the work?
4. Does the Thesis/Dissertation add:
 - a. Significant knowledge to the discipline (MPhil degrees only)?
 - b. Significant original knowledge to furthering professional practice in the discipline (PharmD and DBA degrees only)
 - c. Substantial and significant original knowledge to the discipline (PhD degrees only)

(N.B. Please take cognizance of the degree being examined.)

D. Discussion:

1. Does the -student demonstrate satisfactory understanding and significance of the results?

2. Have the results been placed within the broader context of the field of study?
3. Have conclusions been drawn that are supported by the results?

E. Presentation

1. Is the thesis/dissertation written in a clear, consistent manner using a stylistically approved format?

F. General

1. State your overall assessment of the thesis/dissertation, its strengths and weaknesses.
2. State areas where there are errors (e.g., stylistic or factual) or need for changes that would improve the overall quality of the thesis/dissertation.

Appendix 7

SCHOOL OF GRADUATE STUDIES, RESEARCH AND ENTREPRENEURSHIP (SGSRE)
University of Technology, Jamaica

Rubric for Grading Research Projects for Taught Graduate Courses at or below the Master's Level

Project Title:

Name(s) Supervisor(s)

Degree / Faculty/School:

CRITERIA	MARKS	
	Max	Score
1. INTRODUCTION [16 marks]:		
(a) Robust problem analysis and description	[4]	[]
(b) Questions precise and researchable	[4]	[]
(c) Alignment of title, questions, hypotheses and objectives	[4]	[]
(d) Title - compelling, creative, and clear	[4]	[]
2. LITERATURE REVIEW [12 marks]		
(a) Review focused on study objectives	[4]	[]
(b) Relevant studies included and accurately quoted	[4]	[]
(c) Gaps shown to justify the present study	[4]	[]
3. METHODS [12 marks]		
(a) Appropriate design (e.g., sampling, variables) for study	[4]	[]
(b) Data collection satisfactory	[4]	[]
(c) Data analysis satisfactory	[4]	[]
4. RESULTS AND DISCUSSION [24 marks]		
(a) Illustrations clear and adequate (e.g., figures & tables)	[8]	[]
(b) Interpretation of results accurate and clear	[8]	[]
(c) Discussion linked directly to results	[8]	[]
5. CONCLUSIONS AND RECOMMENDATIONS [16 marks]		
(a) Conclusions based on results & discussion	[8]	[]
(b) Recommendations based on conclusions	[8]	[]
6. PRESENTATION [16 marks]		
(a) Satisfactory literary standard – grammar, syntax, etc.	[4]	[]
(b) Document well formatted	[4]	[]
(c) Recommended referencing style used (APA version)	[4]	[]
(d) All studies cited in text are referenced	[4]	[]
7. THE ABSTRACT [4 marks].		
(a) Purpose, methods, results and conclusions included	[4]	[]
TOTAL	[100]	[]

Examiner's Name

Signature

Date

Appendix 8

SCHOOL OF GRADUATE STUDIES, RESEARCH AND ENTREPRENEURSHIP (SGSRE)
University of Technology, Jamaica

Rubric for Grading Oral Presentation of Research Projects for Taught Graduate Courses at or below the Master's Level

Student's Name: _____

Date of Presentation: _____

Title of Research Project: _____

CRITERIA	MAXIMUM POINTS	SCORES
Clarity in communicating <ul style="list-style-type: none"> • Appropriate tone and volume • Appropriate eye contact • Candidate displayed confidence 	10	
Quality/ relevance of visual aids <ul style="list-style-type: none"> • Slides were clear • Data values could be clearly seen • Graphs/Charts/Tables were visible • Graphs/Charts/Tables added value to the presentation 	10	
Quality of content: <ul style="list-style-type: none"> • Clear introduction of problem • Clear objectives • Appropriate methodology • Results supported with relevant statistical data • Results were effectively discussed • Conclusions & recommendations consistent with findings 	50	
Sequence of presentation and time management <ul style="list-style-type: none"> • Presentation flowed smoothly • Transition between sections were seamless • Candidate completed within stipulated time frame (15 minutes) 	10	
Appropriate handling of questions	20	
Total	100	

Name of Examiner: _____

Signature: _____

Date: _____

Appendix 9

Library Assessment Instrument

University of Technology, Jamaica

TO: Associate Vice President, School of Graduate Studies, Research and Entrepreneurship

FROM: University Librarian, Calvin McKain Library

NAME OF STUDENT: _____

ID #: _____

TITLE OF RESEARCH PROJECT REPORT/THESIS/DISSERTATION

The Calvin McKain Library, University of Technology, Jamaica, having undertaken a comprehensive assessment of the abovementioned research project/thesis/dissertation (circle the appropriate item) submitted to the library on _____ (date) certifies that:

1. The University's layout, formatting and other guidelines have been adhered to. YES NO
2. The information on title page is consistent with the standard format approved by the University. YES NO
3. An abstract has been provided and is satisfactory. YES NO
4. All references adhered to an accepted style which is used consistently. YES NO
5. A signed copy of the declaration form permitting use and reproduction of the research project/thesis/dissertation has been provided. YES NO

I certify that the above Research Project/Thesis/Dissertation is acceptable/not acceptable [circle appropriate indication] in its present form.

Name _____ Signature: _____

Date: _____

Stamp:

Appendix 10

Authorization for Use and Copy of Research Project/Thesis/Dissertation

UNIVERSITY OF TECHNOLOGY, JAMAICA
School of Graduate Studies, Research and Entrepreneurship

Authorization for Use and Copy

1. I _____ acknowledge that my research project/thesis/dissertation (circle that which is applicable) will be made available for public reference, its preservation, and inter- library loan.
2. I therefore authorize the University of Technology, Jamaica to make copies of my research project/thesis/dissertation for the purpose of public reference, its preservation, and inter-library loan only.
3. I understand that before any person is permitted to read, borrow or copy any part of my research project/thesis/dissertation, that person will be required to sign the following declaration: (see **Appendix 14**) “I acknowledge that the copyright in the above-mentioned research project/thesis/dissertation rests with the author. I understand that copying the research project/thesis/dissertation may constitute an infringement of the author’s rights, unless done in accordance with the provisions of the Copyright Act of Jamaica or other applicable law in other jurisdictions. . I further understand that no information derived from this research project/thesis/dissertation may be published without acknowledgement of the Author.”
4. I warrant that this authorization does not, to the best of my belief, infringe the rights of any third party.
5. I understand that in the event that my research project/thesis/dissertation is not accepted by the University, this authorization becomes void.

DATE Signature of Student

Appendix 11

Sample Front Cover Page

Lamont McMillan	<p data-bbox="391 709 1380 825">THE ARCHITECTURE OF THE CHURCH: ICONOGRAPHY AND SYMBOLISM IN 20TH CENTURY CHRISTIAN ARCHITECTURE WITH REFERENCE TO JAMAICA AND THE ENGLISH CARIBBEAN</p> <p data-bbox="729 1220 1039 1251">YEAR (Example: 2021)</p>
M.Sc	
2021	

APPENDIX 12

Certificate of Submission of Final Version of Research Projects/Thesis/Dissertation

UNIVERSITY OF TECHNOLOGY, JAMAICA
School of Graduate Studies, Research and Entrepreneurship

CERTIFICATE OF SUBMISSION OF FINAL VERSION OF RESEARCH PROJECTS/THESES/DISSERTATIONS

College / Faculty in which student is registered: _____

Course of study: _____

Title of Research project/Thesis/Dissertation:

It is hereby certified that (name in full): _____ with ID # _____

_____ is a registered student of the University and has completed, including addressing all the revisions received from the Library and the Examiners, a research projects/thesis/dissertation (circle that which is applicable) in accordance with the policies and guidelines outlined by the School of Graduate Studies, Research and Entrepreneurship, under the supervision of Principal Supervisor (name in full): _____ and Co-Supervisor(s) (name in full): _____.

Principal Supervisor's Signature: _____ Date _____

Co-Supervisor(s) : _____ Date _____

GSRE Coordinator's Signature: _____ Date _____

SGSRE Representative Signature: _____ Date _____

APPENDIX 13

Request to Withhold Research Project/ Thesis / Dissertation from Public Access

UNIVERSITY OF TECHNOLOGY, JAMAICA
School of Graduate Studies, Research and Entrepreneurship

REQUEST TO WITHHOLD THESIS/DISSERTATION FROM PUBLIC ACCESS

Please check the applicable reason (s) for requesting that the research project/thesis/dissertation be withheld from public access, reference and inter-library loan.

More time is needed to complete and submit a manuscript or patent application for a device or idea that has emerged from the dissertation research.

The research project/thesis/dissertation describes something of significant monetary value which could be of benefit to me and the university if the opportunity is given to develop it further.

My research was funded by a commercial company which has requested the delay in making it available.

My research project/thesis/dissertation deals with potentially dangerous product or process, or potential cure for a disease and needs more testing time before public release.

Other reasons: (Please explain)

Student must submit request at the time of submission the research projects/thesis/dissertation for deposit in the Library or thereafter.

As a graduate student at the University of Technology, Jamaica I am requesting that the School of Graduate Studies, Research and Entrepreneurship (SGSRE) withhold the research project/thesis/dissertation from public reference and inter-library loan for:

1 year 2 years 3 years 4 years 5 years

Student Name: _____	Identification Number: _____
Degree: _____	

Title of Research Project/Thesis/Dissertation:

Sign _____ Date _____

FOR SGSRE USE ONLY

The SGSRE acknowledges receipt of this request.

Name

Signature

Date (YYYY/MM/DD)

APPENDIX 14

Copyright Declaration by Third Parties

UNIVERSITY OF TECHNOLOGY, JAMAICA
School of Graduate Studies, Research and Entrepreneurship

THE COPYRIGHT DECLARATION BY THIRD PARTIES

Please supply me with Thesis/Dissertation Title / Author _____

1. I acknowledge that the copyright in the above mentioned research project/thesis/dissertation rests with the author. I understand that copying the thesis/dissertation may constitute an infringement of the author's rights, unless done in accordance with the provisions of the Copyright Act of Jamaica or other applicable law in other jurisdictions which expressly permit copying without the author's permission I further understand that no information derived from this research project/thesis/dissertation may be published without acknowledgement of the author."
2. I have not previously been supplied with a copy of the same material by you or any other librarian or archivist.
3. I understand that if I have made any false declaration concerning this request, I shall be liable for infringement of copyright.

Name: _____

Signature: _____ Date: _____

For Official Use Only

Authorized by: _____

Signature: _____

Date: _____

APPENDIX 15

Research Project Assessment Report Card for Graduate Students Pursuing Taught Courses at or Below the Master's Level

University of Technology, Jamaica

School of Graduate Studies, Research & Entrepreneurship

Research Project Assessment Report Card

We, the undersigned Assessors, examined the research project titled

_____ for
_____ (Name of Student), _____ (ID#), a
candidate for the _____ (Name of Degree) in the
_____ (Name of College/Faculty) on
_____ (Date).

We hereby report the following results attested to by our signatures:

Component	Assessor #1	Assessor #2
Written Project		
Oral Presentation		
*****	*****	*****

Name & Signature of Assessor #1: _____

Name & Signature of Assessor #2: _____

Name & Signature of Oral Presentation Chair: _____

Name & Signature of SGSRE's Representative: _____