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UNDERGRAUATE RESEARCH/PROJECT GUIDELINE

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INTRODUCTION

Research is carried out in all departments and faculties at SAUT. There are some deviations or variations from one department or faculty to another but the objective of undergraduate students to conduct research is the same. There are variations on what should be the volume of the final report and what specifically do we measure in the whole process especially preparations for research problem, writing proposal and final report. These variations call for action so that undergraduate students at SAUT would conduct research efficiently and eventually achieve the intended objectives. The variations hereby dealt with by introducing this guideline named SAUT UNDERGRADUATE RESEARCH/PROJECT GUIDELINE 2022.

This guideline is the 2nd guideline on campus to be used by all undergraduate students enrolled at SAUT guiding the process of preparations, conducting, writing and defending both research proposal and research report after the 1st one by Mfumbusa & White, 2009 which is in place but did not solve discrepancies available on campus. Unlike the previous guideline which focused on formats, appearance, typing styles, fonts and spacing, this guideline sets the minimum requirements for preparations, proposal and report writing as well as assessments or evaluation for the proposal and report documents including oral or defense examinations.

Though this guideline harmonizes and gives the University common framework and various formats and procedures. It has to be known that research in different field has levels of flexibilities and variations in nature which may necessitate departments and faculties to have their specific needs related to their fields of specializations that may not be reflected in the manual. However, such deviations should not supersede guidelines and procedures stipulated in this manual. Students and staff should consult with relevant departments or faculties or schools in case they vary with the laid guideline.

The general objective of this guideline is to have an institutional common language for the whole process of conducting research for undergraduate students. The guideline simplifies and puts standards in the content, volume, layout structure and gives exceptions to be observed for some disciplines. Specifically, the guideline will help undergraduate students in all departments and faculties to learn and attain research skills to accomplish their research and projects, foster

discovery, innovation and creativity and originality of works as well as contribution of new knowledge, practical involvement and participation of students in real life and in the field searching for facts and truth to gain practical experience and investigative skills, develop ability of students to determine researchable problems and find ways to achieve their objectives or answers, develop critical reading, critical thinking and critical skills and ability to enquire, collect data and analyze them, develop ability of students to write research report from data analyzed and make informed decisions or recommendations.

Conducting research is a requirement for all undergraduate students and is usually carried out starting from semester 1 of the second year of their studies in all programmes that run for 3 years. For programmes that run for 4 years, students are expected to conduct research starting at semester 2 of year 3 of their studies.

To set a uniform and the minimum requirements for preparations, proposal and report writing as well as assessments or evaluation for the proposal and report documents including oral or defense examinations, this guideline is arranged in six main sections including exceptions for specializations namely: Section ONE indicating general procedures, section TWO showing supervision of research, section THREE insisting on assessment of research proposal and report while section FOUR Showing how the structure of the research will look like, section FIVE focusing on tying style of the document and finally section SIX indicates documentation of both research report and research proposal.

Rationale

As the world evolves, more research is required to advance knowledge and innovation in all fields. Research has generally stalled in many developing countries, where a dual burden of lack of knowledge and innovation is prevalent. As a means of promoting innovation and scholarship, universities are increasingly including undergraduate students in research projects. This implies that undergraduate students must be prepared for today's knowledge-driven world because the potential of undergraduate research has not yet been fully realized.

Research involvement is a high-impact educational practice that enhances student engagement and enables the reflection and integration of learning. It motivates and helps in the creation of

effective learning experiences that build students' knowledge and potentially contribute to the society. Incorporating a research component along with a sound academic foundation enables students to develop independent critical thinking skills along with oral and written communication skills.

The research process impacts valuable learning objectives that have lasting influence as undergraduates prepare for professional service. It teaches students how to do research and helps them acquire skills that they can use beyond the academic environment. Undergraduate research will complement rather than conflict with university education and should go beyond the mandatory terminal year thesis and must cover the entire course of their studies. The key to successful undergraduate research participation is for students to see and understand the importance of rigor, academic integrity, and responsible research conduct.

It is for this reason SAUT has developed this undergraduate research policy to carefully plan research programs, activities, and courses for its undergraduate students. We strongly believe that building capacity in research has a long-term impact on valuable learning outcomes as undergraduate students prepare for professional service. SAUT must invest in strengthening undergraduate involvement in research.

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SECTION ONE: GENERAL PROCEDURES

The procedures outlined below pertain to all undergraduate programs at SAUT. The procedures identify important stages of research/project process up to the submission of research/project report. It also states clearly and specifically what is required from the candidates at different stages of the research process.

1. 1 Choosing a Research Topic

- (a) Students shall first and foremost submit their working topics to the research committee.
- (b) The Departmental Research Committee shall review and approve the research topics.¹
- (c) Research Committee can help students revise their research topics accordingly.
- (d) A student is not allowed to change their research topic without the permission of the research committee and approval of the supervisor.

1.2 Appointment of Supervisors

- (a) The student will only be allowed to write research proposal under the guidance of a supervisor.
- (b) The Head of Department shall appoint supervisors upon submission of topics and recommendation by the reach committee
- (c) The student and supervisor shall be required to sign the research supervision tracking form whenever they meet. (See appendix 6).

¹Since cases of students plagiarizing previous studies are visible in both undergraduate and post graduate students, it is advised that every department or faculty or school or university where possible introduce new emerging or hot themes every year without repeating for a period of five years. This will reduce copying and also will encourage innovation and awareness on current issues. Both students and facilitators are advised to use electronic materials in the library subscribed journals powered by SAUT to access current materials in all fields. In doing this, students will not only get materials but also will learn how best papers or articles are written in all chapters. The university should create online data base whereby all the past students' researches are uploaded for access for both students and the supervisors. The supervisor and the supervisee will check from the database if the title under study is already done or not.

- (d) The supervisors are expected to write and submit supervision reports to the Head of Department.
- (e) The supervisor(s) shall submit a progress report for students under their supervision to the Head of Department on a semester basis.
- (f) A student can change a supervisor only upon consultation and mutual agreement between the student and the head of department.
- (g) The request for change of supervisor should indicate the reasons for the change and should be submitted by the student to the Head of Department.

1.3 Writing of Research Proposal

- (a) Only after a topic has been approved by the Research Committee shall the student be allowed to write research proposal.
- (b) Development of research proposal is a task of the student under the guidance of a supervisor(s).
- (c) In case there is proposal defense, the completed proposal shall be submitted to the research committee for review and recommendation in three bounded copies.

In case there is no proposal defense, the completed proposals to be checked by the supervisors and allowed to go on with data collection.

1.4. Proposal Defense

- (a) The research committee shall prepare and publish a proposal defense timetable.
- (b) There shall be a proposal defense panel to be composed of at least 3 examiners.
- (c) Students shall make a presentation for 10 minutes to be followed by 20 minutes of questions and answers.

- (d) Proposal defense panelists shall assess the proposal defense using a specific form (see Appendix 12)
- (e) After the defense of the proposal, a report shall be submitted to the research committee.
- (f) The research committee shall submit the proposal defense reports to the supervisors for them to discuss and guide the students to work on the corrections.

1.5. Clearance for Data Collection

- (a) After completion and defense of the research proposal, and subject to the approval of the supervisor, a student shall be required to apply for clearance for data collection from the Head of Department.
- (b) Once the application for clearance has been accepted, the Head of Department shall give the student a data collection permit letter.

1.6. Writing of Research Report

- (a) After a student has collected and analyzed data, they are supposed to prepare a research report.
- (b) Every department through its research committee should ensure enough time is provided for research preparation before the defense.
- (c) The supervisor has the mandate to decide whether the student is ready to submit and defend a research or not.

1.7. Defense of Research Report

- (a) The Research Committee shall prepare and publish a research defense timetable indicating names of students, dates, time, venues and panels for the defenses (one week before the exact day of defense).
- (b) The research defense panel should be composed of at least 3 examiners.

- (c) A student shall make a presentation for 10 minutes followed by 20 minutes of questions and answers.
- (d) During the defense, a student is expected to demonstrate the understanding of the research paper/project they have done.
- (e) The panelists shall assess the student using a specific form issued by the research committee. (See appendix 8 and 10).
- (f) After the defense, the research committee shall submit the proposal defense reports to the supervisors for them to discuss and guide the students to work on the corrections.

1.8 Final Submission of Research Report

- (a) After the research defense, the student will work on the comments given from the panelists and then submit the edited document to the supervisor at the time decided by the department for final assessment and awarding final scores.
- (b) Each student should submit one soft copy in a word file and another in PDF to the Department. Then the research committee will compile all the researches in soft copies in one CD for uploading in the University research database.
- (c) Students should adhere to the submission date set by the Department.
- (d) Students who fail to meet the prescribed time to submit their papers may request an extension of time through their supervisors.
- (e) The request for extension of time should indicate the reasons for the extension and should be received by the Head of Department (ten days before the submission date).
- (f) In case there are cases irregularities and misconduct in the entire research process, by student shall be punished in reference to the academic regulations in the section P subsection 4.74 to 4.84 of examination irregularities in the SAUT academic regulations.

SECTION TWO: SUPERVISION OF RESEARCH

2.1 Allocation of Students to Supervisors

- a) Supervision of the research can be done individually or in groups depending on the number of students and the needs of the department.
- b) The research committee will allocate all students to research supervisors towards the end of semester II in year 2 and year 3 for students studying a three- and four-year programme respectively.
- c) The Head of Department shall appoint supervisors upon recommendation by the research committee.
- d) There should be a memo to both the students and supervisors to notify them about the allocation activity.
- e) The research committee will release the names of students and their respective supervisors through the Class Representatives (CRs).

2.2 Role of the Supervisors

- a) To plan and monitor the whole research activity among the supervisees from the beginning to the end.
- b) To solve any challenge that arises in the course of the supervision. If the challenge is critical, then the supervisor should communicate with the research committee for assistance.
- c) The supervisor(s) shall submit a progressive report for students under their supervision to the Head of Department on a semester basis.
- d) To award scores for each supervisee and submit them to the HoD.
- e) The supervisors are expected to write and submit supervision reports to the HoD.
- f) The student and supervisor shall be required to sign the research supervision tracking form whenever they meet.
- g) Two weeks after the release of the names of supervisees, the supervisor should note down the names of students who have failed to meet him/her and give them to HoD for further actions.
- h) If the supervisor has not been available within the two weeks, then the students will be obliged to report back to the HoD.

2.3 Duty of the Supervisees

- a) A student should meet the supervisor within two weeks after the lists of students and their supervisors have been released.
- b) The students together with their supervisors will plan, and arrange on how the whole exercise shall be carried on throughout the academic year.
- c) The student will only be allowed to write research proposal and report under the guidance of a supervisor.
- d) The student and supervisor shall be required to sign the research supervision tracking form whenever they meet.
- e) A student who will fail to meet the supervisor 2 weeks successively after the lists of students and their supervisors have been released, and there is no notification from the student to the supervisor, the supervisor should report such incidents to the HoD.

2.4 Tracking of Supervisees

- ❖ Each supervisor should have a tracking form with all the names of the supervisees and their contacts.
- ❖ Each supervisee should sign against his/her name after every meeting with the supervisor. The student should also indicate the section of research he/she is working on at that time.
- ❖ In the course of the supervision, a student who does not show up for 2 weeks consecutively without notification of his/her absence should be reported to the HoD.

2.5 Changing of Supervisors

- ❖ The supervisee will be allocated to a new supervisor if:
 - ✓ There are misconducts reported by the supervisor or by the student and the two of them cannot work together even after the challenge is solved.
 - ✓ The supervisor is busy with other SAUT duties to the extent that he/she cannot meet the supervisees for research/project activities.
 - ✓ The supervisor has shifted from SAUT Mwanza to another institution or has resigned, is sick (suffering from a terminal disease), has gone for maternity leave, is fired, or has passed away.

- ✓ Students should note that shifting from one supervisor to another one without permission from the HoD will result to consequences for both new supervisor and the student.

SECTION THREE: ASSESSMENT OF RESEARCH PROPOSAL AND REPORT

3.1 Evaluation of Research Proposal and Report

The research process is examined in the following stages:

- a. Research proposal or report submitted for examination should be spiral bound and light blue in color.
- b. The final scores of the research document should result from the supervisors scores and panel scores.
- c. For Departments which defend proposals: proposal document (by supervisor carries 10%), proposal defense (by the panel carries 10%), research report (by the supervisor carries 20%) and finally research report defense (by the panel carries 60%).
- d. For Departments which do not defend proposals: proposal document (by supervisor, carries 20%), research report (by the supervisor carries 20%) and finally research report defense (by the panel carries 60%).
- e. The evaluation of the supervisee's research report shall be done by the supervisor at the end of the time agreed by the department.
- f. The supervisor has to ensure that the document is prepared as per this guideline or any agreed specialized modifications by the faculty or department. The supervisor awards the scores by filling supervisor's evaluation form. Then, the supervisor submits the forms to the HoD. For evaluation of research proposal in all faculties except faculty of engineering (see appendix 11) for faculty of engineering (see appendix 7). For evaluation research proposal defense for all faculties except faculty of engineering (see appendix 12) for faculty of engineering (see appendix 12). For evaluation of final research report, for all faculties except faculty of engineering (see appendix 13) for faculty of engineering (see appendix 9). For evaluation of final research report defense, for all faculties except faculty of engineering (see appendix 8 &14), for faculty of engineering (see appendix 10).

3.2 Panel of Examiners

The panel of examiners is arranged by the research committee. Mostly, there should be not less than 3 panelists (lecturers) in each panel examining one student at a time.

3.3 Research Defense

- a) Supervisees are supposed to submit three copies of their research documents two weeks before the defense begins research committee.
- b) The supervisor are expected to submit all the names of supervises who are ready to defend their research documents to the HoD.
- c) No students will be allocated to any panel after the panel allocation exercise has been completed and officially released to both lectures and the students.
- d) The research defense should take at most 30 minutes. The student is expected to highlight key aspects of the research report within 10 minutes, leaving 20 minutes for questions, discussion and clarification.
- e) After the defense, each head of each panel should submit the evaluation forms with scores filled in and signed by all panel members (lecturers) immediately after the defense exercise to the HoD.
- f) Each lecturer in the panel should award the student whereby the average is computed and filled in the evaluation form.
- g) The student should be given the right to defend regardless he/she performs well or not. He/she should be awarded. Unless there is a major problem such as plagiarism.

SECTION FOUR: STRUCTURE OF RESEARCH PROPOSAL AND REPORT

4.1 Outline of Research Proposals

4.1.1 Except for the School of Law **all** research proposals will contain the following major parts:

- Preliminary pages
- Chapter one: Introduction or Background of the study or problem setting
- Chapter two: Literature review
- Chapter three: Research methodology
- References
- Appendices

4.1.2 For **School of Law** and Faculty of Engineering, the research proposals will contain the following major parts

- i) Title/topic of proposed study
- ii) Background of the study
- iii) Statement of the problem (about one paragraph to the maximum of one pg)
- iv) Objectives of the study (Major and particular)
- v) Hypotheses/Research Questions
- vi) Scope of the study
- vii) Significance/Justification of the study
- viii) Methodology/Research Design
- ix) Literature Review
- x) Research plan/time frame
- xi) Research Cost analysis

4.1.3 For **Faculty of Engineering**, the project proposals will contain the following major parts:

- i) Preliminary pages

- ii) Chapter one: Introduction or background of the study or problem setting
- iii) Chapter two: Literature review
- iv) Chapter three: Materials and Methods
- v) Bibliography
- vi) Appendices

4.2 Outline of Research Reports

4.2.1 Except for School of Law and Faculty of Engineering, **all** research reports will contain the following major parts:

- i) Preliminary pages
- ii) Chapter one: Introduction or Background of the study or problem setting
- iii) Chapter two: Literature review
- iv) Chapter three: Research methodologies
- v) Chapter four: Findings
- vi) Chapter five: Discussion, conclusion and recommendations
- vii) References
- viii) Appendices

4.2.2 For **School of law**, all research reports will contain the following major parts:

- i) Preliminary pages
- ii) Chapter 1: General Introduction (reflects the content of the Proposal)
- iii) Chapter 2: Conceptual, legal and theoretical framework
- iv) Chapter 3: Findings
- v) Chapter 4: Conclusion and Recommendations
- vi) Bibliography
- vii) Appendices

4.2.3 For **Faculty of Engineering**, all project reports will contain the following major parts:

- i) Preliminary pages

- ii) Chapter one: Introduction or Background of the study or problem setting
- iii) Chapter two: Literature review
- iv) Chapter three: Materials and Methods
- v) Chapter four: Results and Discussion
- vi) Chapter five: Conclusion and Recommendations
- vii) Bibliography
- viii) Appendices

4.3 Sequencing and Content of Major Parts of Preliminary Pages

4.3.1 Sequencing the Preliminary Pages

All students must sequence preliminary pages in the following order:

- i) Title page
- ii) Certification
- iii) Declaration
- iv) Copyright
- v) Acknowledgement
- vi) Dedication
- vii) Abbreviations and acronyms
- viii) Abstract
- ix) Table of content
- x) List of tables
- xi) List of figures

4.3.2 Content of the Preliminary Pages

The following are the details of the preliminary pages' items:

i) Title Page

The title page should not be numbered and should include the following details:

- a) The university name (in bolded capital letters, font size 16)

- b) The faculty/school name (in bolded capital letters, font size 14)
- c) The title of the research (each initial letter of the **content** words in the title should be capitalized. The title should be bolded, font size 12)
- d) The name of the researcher and the registration number (in bolded capital letters, font size 12)
- e) The name degree pursued
- f) Month and year of submission (capitalize the initial letter of the month and everything should be bolded, font size 12)

ii) Certification

- a) The supervisor(s) should certify that they have read the research report and found it to be in a form acceptable for examination.
- b) For the initial submission, the supervisor should certify that he/she has read the work and it is ready for examination and sign it. For the final submission, the supervisor should certify that the document is examined and it is signed for acceptance.

iii) Declaration by the Candidate

- a) Every research submitted for a degree at SAUT must be accompanied by a declaration by the candidate to the satisfaction of Department.
- b) A declaration is statement stating that it is the candidate's own original work, and that it has not been submitted for consideration of a degree award in any other University.

iv) Copyright

The research proposal and report must contain the following statement of copyright by the author: "This research is a copyright material and should not be reproduced by any means whatsoever, in full or in part, without the written permission of the Dean of Faculty of ... on behalf of both the author and St. Augustine University of Tanzania".

v) Acknowledgments

In this section, the student should acknowledge the people or institutions that rendered support or other assistance, which made the execution of the research work possible.

vi) Dedication

In this section a candidate may or may not wish to dedicate his/her work.

vii) Abstract

The abstract should be concise but comprehensive.

All chapters should maintain the format aforementioned before except that the abstract should be on one page, line spacing single space and in block format.

It should highlight the important points of the report, including the key objectives, methodology, findings, the implementation of the study and the conclusions.

viii) Table of Contents

The candidate should include a Table of Contents. This can be generated automatically from the text or prepared manually.

ix) List of Tables/Figures

The list of tables, figures and illustrations should be arranged in the same format as the Table of Contents.

x) Abbreviations and Acronyms

This section should include all abbreviations and symbols used in the main document.

4.4 Sequencing of Major Parts of Research Proposal

Except for school of law, all research proposals shall be arranged as below:

Chapter One: General Introduction

- 1.1 Introduction
- 1.2 Background of the Study/Contextual Information
- 1.3 Statement of the Problem
- 1.4 Research Objectives
- 1.5 Research Questions/Hypothesis
- 1.6 Significance of the Study
- 1.7 Limitations of the Study
- 1.8 Definition of key terms
- 1.9 Conclusion

Chapter Two: Literature Review

- 2.1 Introduction
- 2.3 Theoretical Framework/Theory of the Study
- 2.4 Empirical Literature Review/Related Literature Review
- 2.5 Conceptual Framework
- 2.6 Research Gap
- 2.6 Conclusion

Chapter Three: Research Methodology

3.1 Introduction

3.2 Research Approach

3.3 Research Design

3.4 Population/Area of Study

3.5 Sampling Procedures

3.6 Data Collection

3.6 Data Analysis

3.7 Ethical Consideration

3.7 Research Budget

3.8 Conclusion

References

Appendices

For the school of law, the research proposal should be sequenced as follows:

- i) Title/topic of Proposed Study
- ii) Background of the Study
- iii) Statement of the Problem (about one paragraph to the maximum of one pg)
- iv) Objectives of the Study (Major and particular)
- v) Hypotheses/Research Questions
- vi) Scope of the Study
- vii) Significance/Justification of the Study
- viii) Methodology/Research Design

- ix) Literature Review
- x) Research Plan/time Frame
- xi) Research Cost Analysis

4.5 Sequencing of Major Parts of Research Report

Except for school of law, all research reports shall have its major parts sequenced as below:

Chapter One: General Introduction

- 1.1 Introduction
- 1.2 Background of the Study/Contextual Information
- 1.3 Statement of the Problem
- 1.4 Research Objectives
- 1.5 Research Questions/Hypothesis
- 1.6 Significance of the Study
- 1.7 Limitations of the Study
- 1.8 Definition of key Terms
- 1.9 Conclusion

Chapter Two: Literature Review

- 2.1 Introduction
- 2.3 Theoretical Framework
- 2.4 Empirical Literature Review/Related Literature Review
- 2.5 Conceptual Framework

2.6 Research Gap

2.6 Conclusion

Chapter Three: Research Methodology

3.1 Introduction

3.2 Research Approach

3.3 Research Design

3.4 Population/Area of Study

3.5 Sampling Procedures

3.6 Data Collection

3.6 Data Analysis

3.7 Ethical Consideration

3.8 Conclusion

Chapter Four: Findings

4.1 Introduction

4.2 Data Presentation and Interpretation

4.3 Conclusion

Chapter Five: Discussion, Conclusion and Recommendations

5.1 Introduction

5.2 Discussion

5.3 Conclusion

5.4 Recommendations

References

Appendices

For school of law, the major parts of the research report should be sequenced as below:

- Chapter 1: General Introduction (reflects the content of the Proposal)
- Chapter 2: Conceptual, Legal and Theoretical Framework
- Chapter 3: Findings
- Chapter 4: Conclusion and Recommendations

Bibliography

4.6 The Content of Major Parts of Research Proposal and Report

Except for the Faculty of Law, **all** research reports will contain five chapters as follows:

4.6.1 Introduction

The chapter should have an introduction. It should be 1 paragraph giving the summary of the whole chapter.

4.6.2 Background to the Study

This section should show the context of the study by providing a brief discussion of key theoretical approaches and findings reported in earlier related studies. Trends/development/progress related to the problem, unresolved issues and social concerns are discussed. Authoritative sources or citations should be provided in the section.

4.6.3 Statement of the Problem

A statement of the problem should be precise, specific and should not exceed a page.

4.6.4 Objectives of the Study

This section has general and specific objectives. The main objective (purpose) is what one hopes to accomplish by the proposed project. Specific objectives are statements of precise outputs to be achieved within the project time frame and that can be measured in support of the main objective. The specific objectives are vehicles which drive the research and they should be listed in roman numbers. They should be between 3 to 5 objectives.

4.6.5 Research Questions/ Hypothesis

They should be formulated from the study objectives. The researcher may opt to use research questions or hypotheses. The research hypotheses/questions can be in the same number as the specific objectives or can exceed the research objectives but they should not be less than the stated specific objectives.

4.6.6 Significance of the Study

The significance of the study should reflect the research objectives. They should be in paragraphs. They should not exceed one page.

4.6.7 Limitations of the Study

The researcher should state the obstacles that affect the interpretation of the findings. They should be short and clear.

4.6.8 Definition of Terms

This section gives the meaning of terms used in the research that are not familiar to the intended readers or the known terms which have acquired a different meaning to

fit the needs of the study. The definitions should be based on established sources or references. When a researcher comes up with new words/phrases, they should be defined too. They should be short and clear.

4.7 Literature Review

The section should be organized or structured according to the research questions or specific objectives in order to ensure relevance to the research problem.

The literature review should be from recent studies (at most 10 years) research studies. Older references can be used with explanations.

i) Theoretical Framework

The theory should include the proponents, the years of its establishment, explanations of tenets of the theory and explanations, its relevance to the study and how the researcher is going to use these tenets during data collection, analysis and discussion.

ii) Conceptual Framework

This section should show a model which consists of key concepts/constructs/variables and their theoretical relationships and the meaning of these relationships using illustrations/diagrammatically (self-developed or adopted).

iii) Research Gap

In this section should state what has not been done/what is missing from the reviewed related studies and there is the gap to bridge in the reviewed body of literatures left by other researchers.

4.8 Research Approach

The researcher should show how the research approach differs from the research design and research methods for data collection. The researchers should avoid giving definitions of the

term instead; the researcher should state the design and also give explanations/justifications for choosing a particular study approach.

4.9 Research Design

The candidate should choose an overall strategy which is the best- relevant and applicable to the study. The researcher should give reasons for choosing a particular design over the others.

4.10 Population/Area of Study

The researcher should describe the characteristics of the entire group of people, events, or things of interest that the researcher wishes to investigate. Depending on the type of research, the researcher should also identify and explain the study area where the objects of study are found.

4.11 Sampling Procedures

Candidates should present clear arguments for the decisions and choices they have made on sampling techniques and procedures. Decisions on the appropriate type of sampling techniques and procedures are primarily based on the research design, purpose, specific research objectives, questions or hypotheses. Detailed description of sampling frame, sampling technique and the actual sample size should be provided.

4.12 Data Collection Techniques

The researcher need to state clearly the techniques and procedures employed or followed in their research papers and argue why they considered them appropriate to their research projects. The data collection instruments/tools should be developed and organized on the basis of the research questions or specific objectives to ensure relevance to the research problem.

4.13 Data Analysis

The researcher should clearly identify and describe appropriate data analysis methods and tools/instruments for the study. If there is the use of computer software, the software should be specified and its use should be justified. The researcher should use the most current software available.

4.14 Ethical Consideration

In this section, the researcher should avoid unethical issues in the research and prove by stating how he/she will take in to consideration ethical issues related to their study.

4.15 Data Presentation and Interpretation

Data should be presented in terms of the research specific objectives.

4.16 Discussion, Conclusion and Recommendations

In the discussion part, the researcher should not repeat the study findings and results rather the researcher should show the corroboration between the findings and the theoretical framework and the reviewed studies.

In the conclusion part, the researcher should in few paragraphs clearly summarize the findings and conclusions pertaining to the problem and the sub-problems. The conclusions should be entirely supported by the findings presented.

In the recommendation part, the researcher should provide suggestions for practice or improvement or for further studies based on the findings and conclusions generated from the research.

4.17 References/Bibliography

- (a) Except for school law, the reference list should be organized in APA and come immediately after the last chapter. For the school of law, all references should be organized in OSCOLA come immediately after the last chapter.

- (b) Except for the school of law, the researcher should ensure that all materials cited in their research have its reference in the list, and conversely key information in the listed references should be located somewhere in the research.

4.18 Appendices

This section contains the research tools/instruments and all other relevant materials that could not be used in the in the main body of the research. They should be located after references.

SECTION FIVE: TYPING STYLE

- i. Proposal should have not more than 6,000 words and the whole research report should have not more than 12,000 words. This includes the preliminary pages, main text and references/bibliography.
- ii. The document should be in the UK English language. Candidates shall use gender neutral language in writing their reports and avoiding the use of words of personal pronouns.
- iii. The research must be printed on A4 (210 x 297 mm), acid free white quality paper.
- iv. Candidates should paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals (i.e., i, ii, iii, etc.) excluding the title page.
- v. The body of the document should be numbered in Arabic numerals (i.e., 1, 2, 3, 4, etc) consecutively throughout. The page numbers should appear just below the center of the lower margin.

5.1 Research Text Format

The research document should be bound format:

- i. Word-processed
- ii. In a font size of 12 and font type Times New Roman
- iii. Line Spacing should be 1.5
- iv. The lines should be evenly distributed with full justification on both right and left sides
- v. Space between paragraphs should be automatic.
- vi. The left-hand margin must be 0.1cm from the left edge of the paper
- vii. The right-hand margin must be 0.1cm from the right edge of the paper
- viii. The top margin should be 0.1cm from the top of the page
- ix. The bottom margin must be 0.1cm from the bottom of the paper
- x. Printed on single-sided right-hand pages.
- xi. The institution name should be in font size 16, faculty name should be 14, all capitalized, bold and centered.
- xii. The first letters of the content words in the research title and sub-titles should be capitalized; all the functional words should be in small letters. The title should be well

indented, centered, font size 12 points and in bold. The title of the research should not exceed 15 words.

- xiii. The name of the author should follow the title, be inserted at the center of the title page and written in 12 points bold.

5.2 Visuals: Tables/Charts/Figures

- i. Visuals should be labeled on top left hand side using Arabic numerals. The numerals should be according to the chapter in which they appear. e.g. Table 3.1 for first table in chapter 3.
- ii. Each table should bear adequate and self-explanatory caption. For tables that are presented in a landscape format (horizontal), the caption should be typed at the left-hand margin in length-wise.
- iii. Only the first letter of the first word of captions and of column headings in a table except where otherwise necessary should be capitalized.
- iv. The acknowledgements of a source of tables from other scholars should be placed below tables. The researchers should not acknowledge their own visuals.
- v. All in-text-cited visuals should appear in the reference list.
- vi. Large tables should be should be placed as appendices.
- vii. Photographs are only acceptable if they have good contrast and intensity. Only sharp and glossy copies should be used.

5.3 Units of Measure

- i. The System International (SI) units should be used.
- ii. The Units should be spelled out except where they are preceded by numbers.
- iii. Note that abbreviations for units should be the same in singular and plural e.g., write Kg not Kgs.
- iv. Express rates or amount per units in the form 50 kg/ha or 50 kg N/ha or 50 kg ha⁻¹

5.4 Numbers

- i. In numbers with four digits on either side of the decimal point, digits should be run together, e.g., 1000; 8285; 0.3284

- ii. In numbers with more than four digits, you should leave a space (not a comma) between each group of three digits on either side of the decimal point e.g., 1 262 843; 256 421; 10 000; 0.032 86.
- iii. In columns of numbers (e.g., in tables) containing four or more than four digits, digits should be grouped into three as follows: 28 0321 422862
- iv. Use a stop, not a comma, where there is a decimal point e.g., write 0.2 not 0,2.
- v. Precede the decimal point with a zero, for numbers below unity, e.g., 0.62 not .62.
- vi. Spell out numbers from zero to nine, but use figure for higher numbers, e.g., six plots; 10 plots.
- vii. In a series of three or more numbers, use figures irrespective of magnitude, e.g. “In trials with 9 cultivars in Tanzania, 7 in Uganda”
- viii. Figures should be used whenever a number is followed by a unit of measure and for days, years, dates, page numbers, classes, etc., e.g., 5 kg, 2 g, 3days, 1 year, 6 January, page 13, type 7, etc.
- ix. Spell out numbers that occur at the beginning of sentences.
- x. Express fractions as decimals, though percentages and simple fractions can still be used.
- xi. For simple fractions use the form one-quarter, two-thirds, not $\frac{1}{2}$, $\frac{1}{4}$, $\frac{2}{3}$ etc.
- xii. Where possible, avoid large figures ending in several zeros. Either spell them out or use an exponential for part of the number; e.g., for 1600000 write 1.6 million or 1.6×10^6 .

5.5 Percentage

Use the % symbol only with figures, e.g., 62%, and spell out the words per cent or percentage when they occur without figures.

5.6 Formulae

The internationally accepted format should be used if specified by publishers or textbooks.

5.7 Time

The universally accepted 24-hr clock format should be used, e.g., 0730 h, 2345 h, etc.

5.8 Date and Year

The format for the date to be used should be 22 January, 2022.

5.9 Years

- i. The year should be written as the 1990s not in the 1990's
- ii. For two calendar years, it should be written as 2001-02, not 2001 02
- iii. For single non-calendar years, i.e., parts of two years or seasons that extend over two years, it should be written as 2021/22 not 2021 22
- iv. For two non-calendar years, this should be written as 2000/01 – 2001/02.

5.10 Local Terms

If local or unfamiliar terms are used, e.g., for plant or animal species, food products, etc., the scientific names should be written in italics or underlined or a description provided when the terms are first used.

5.11 Abbreviations

- i. A selected list of symbols and prefixes which, in addition to those for SI units, can ordinarily be used. However, these should be spelled out in full if they are used in an unfamiliar context.
- ii. Where abbreviations of organizations names have to be used, technical terms etc., should be spelled out in full the first time they occur, followed by the abbreviation in brackets, e.g., St. Augustine University of Tanzania (SAUT); ordinary Portland cement (OPC), etc. Thereafter, only the abbreviation can be used.
- iii. In acronyms, degree designations, etc. it is usual to omit full stops, e.g., USA, not U.S.A., PhD not Ph.D.

5.12 Quotations

Quotation of fewer than four lines can be incorporated into the text and quotation marks should be used. Quotations of more than four lines are indented and aligned four spaces from the left margin. No quotation marks are required. The quotations should be single spaced, and should be in italics. If you want to omit some words in the middle of a

sentence being quoted, it should be indicated by three dots. Also, an omission in a quotation following a complete sentence is shown by three dots.

5.13 Capitalization and Bolding of Words

Candidates should as much as possible avoid unnecessary bolding and capitalization of words or sentences. But once they feel there is need to do that, the bolding and capitalization must be used consistently.

SECTION SIX: DOCUMENTATION

- i. Except for School of Law, research writing should adopt the most current American Psychological Association (APA) style or system of documentation.
- ii. The APA system requires only two elements, namely: an in-text citation, and a references list at the end of the research report.
- iii. For School of Law, research writing should adopt the OSCOLA style.
- iv. The OSCOLA style requires two elements: footnote citation and bibliography at the end of the research report.
- v. Except for School of Law, *references* should be at the end of the research report. For School of Law, *bibliography* should be at the end of the research report.

APPENDICES

Appendix 1: A Sample of Title Page

ST. AUGUSTINE UNIVERSITY OF TANZANIA²

FACULTY OF EDUCATION³

**The Pros and Cons of Sexual Education in Primary Schools in Tanzania: A Case
of Mbulu District⁴**

By⁵

Mashirima Mendoza Chino

BAED 22222

A Research/Project Submitted to the Faculty of Education in Partial Fulfillment of the
Requirements for the Award of the Degree of Bachelor of Arts with Education of St. Augustine
University of Tanzania

July 2022

² Use font size 16, bold, upper case and centered

³ Use font size 14, bold, upper case and centered

⁴ Use font size 12, bold, capitalize every first letter of the content word, centered.

⁵ All the others in this page use font size 12, centered, not bold and capitalize the first word of each content word.

Appendix 2: A Sample of Declaration

Student's Declaration for Examination

I, (write your full name here and bold it) declare that this research/project is my own original work and that it has never been previously presented and will not be presented to any other university for examination.

Signature: Date:⁶

⁶ This line should be centered

Appendix 3: Copyright Page⁷

This research/project is a copyright material and should not be reproduced by any means whatsoever, in full or in part, without the written permission of the St. Augustine University of Tanzania.

⁷ Copyright should be in one page together with the student's declaration.

Appendix 4: A Sample of Certification Page

Certification for Examination

This research/project has been submitted for examination with my/our approval as university supervisor(s).

.....⁸

Ms. Efe Ashemeze
(Supervisor)

Date:

⁸ The rest in this page should be centered, font size 12

Appendix 5: A Sample of How to Write Chapters and Their Headings and Sub-Headings

Titles/Sub-titles

Chapters like **CHAPTER ONE, CHAPTER TWO** and the name of chapters like **GENERAL INTRODUCTION, LITERATURE REVIEW** should be in capital letters, bolded with font size 12".

Each first letter of content words in sub-titles should be capitalized, bolded with font size 12" for example **Background of the Study**

Appendix 6: Summary Statement of Research Concept Note

A research concept note should include the following

- 1) Title of the study
- 2) Area of study
- 3) Background of the study- a brief stamen telling what you have read and has impact in the study you want to conduct.
- 4) Statement of the problem
- 5) Objectives of the study
- 6) Questions
- 7) Literature you intend to review
- 8) Theory of the study
- 9) Research methods
- 10) Expected findings and methods to analyze the findings
- 11) References/bibliography

Appendix 6: Research Supervision Tracking Form

ST. AUGUSTINE UNIVERSITY OF TANZANIA

P.O BOX 307

Tel: 028 29 81186/7

Fax: 028 29 81185



MWANZA - TANZANIA

Email: sautmalimbe@saut.ac.tz

Website: www.saut.ac.tz

Faculty/School.....

Department of.....

Research Supervision Tracking Form

Researcher's name..... Reg No.....

PROGRAMME.....

Academic year.....

Research Title.....

SN	Date	Comments from the supervisor	Signature of the student	Signature of the supervisor
1.				
2.				
3.				
4				

Appendix 7: Project/Research Proposal Report Assessment Form for Engineering

ST. AUGUSTINE UNIVERSITY OF TANZANIA

P.O BOX 307

Tel: 028 29 81186/7

Fax: 028 29 81185



MWANZA - TANZANIA

Email: sautmalimbe@saut.ac.tz

Website: www.saut.ac.tz

Faculty/School.....

Department of.....

PROJECT PROPOSAL REPORT ASSESSMENT FORM

Student Name:

Student Reg. No.

Project Title:

ASSESSMENT CRITERIA & WEIGHTS

S/N	Evaluation Item/Element	Maximum score	Actual Score
1.	Overall organisation/structure of the proposal report	5%	
2.	Technical content of report:		
	(i) Quality of project title wording – is it precise, clear, concise, and directional or indicative?	4%	
	(ii) Quality of Background information to the project topic	5%	
	(iii) Quality of Statement of the problem	5%	
	(iv) Precision, clarity, conciseness and practicality of project objectives – main and specifics	10%	
	(v) Quality of literature review (i.e. level of familiarity with or command/understanding of the topic)	12%	
	(vi) Quality of proposed project methodology	20%	
	(vii) Clarity of expected project results	12%	
	(viii) Quality of proposed methods for results analysis	10%	
	(ix) Project schedule/work plan & budget	3%	
3.	Format of illustrations (i.e. tables, figures and formulae)	2%	
4.	Format of information sources used or consulted (i.e. in-text citation and reference list)	6%	
5.	Quality of text (typography, grammar and spellings)	6%	
	TOTAL SCORE:	(100%)	

Comments:

EXAMINER: Name:Signature:

Date.....

Appendix 8: Research Defense Evaluation Form**ST. AUGUSTINE UNIVERSITY OF TANZANIA****P.O BOX 307**

Tel: 028 29 81186/7

Fax: 028 29 81185

**MWANZA - TANZANIA**Email: sautmalimbe@saut.ac.tzWebsite: www.saut.ac.tz

Faculty/School.....

Department of.....

RESEARCH DEFENSE EVALUATION SHEET

Researcher's name.....Reg No.....

PROGRAMME.....

Academic year.....

Research Title.....

Any corrections on the title

.....

S/N	ITEM	MAXIMUM SCORE	AVERAGE SCORED
1	Cover Page	2%	
2	Preliminary pages	5%	
3	Chapter one	8%	
4	Chapter two	13%	
5	Chapter three	11%	
6	Chapter four	8%	
7	Chapter five	8%	
8	Bibliography/Appendixes	5%	
9	TOTAL	60%	

Appendix 9: Project/Research Final Report Assessment Form for Engineering

ST. AUGUSTINE UNIVERSITY OF TANZANIA

P.O BOX 307

Tel: 028 29 81186/7

Fax: 028 29 81185



MWANZA - TANZANIA

Email: sautmalimbe@saut.ac.tzWebsite: www.saut.ac.tz

Faculty/School.....

Department of.....

PROJECT REPORT ASSESSMENT FORM

Student Name.....

Student Reg. No.

Project Title:

ASSESSMENT CRITERIA & WEIGHTS

S/N	Evaluation Item/Element	Maximum score	Actual Score
1.	Overall organisation/structure of the project report	5%	
2.	Technical content of report:		
	(i) Quality of project title wording – is it precise, clear, concise, and directional or indicative?	4%	
	(ii) Quality of Background information to the project topic	5%	
	(iii) Quality of Statement of the problem	5%	
	(iv) Precision, clarity, conciseness and practicality of project objectives – main and specifics	5%	
	(v) Quality of literature review (i.e., level of familiarity with or command/understanding of the topic)	7%	
	(vi) Quality of proposed project methodology	7%	
	(vii) Quality of proposed methods for results analysis	10%	
	(viii) Quality and clarity of the presented project results	15%	
	(ix) Discussion of the presented project results	10%	
	(x) Quality of the conclusion provided in relation to the project objectives.	6%	
3.	Format of illustrations (i.e. tables, figures and formulae)	10%	
4.	Format of information sources used or consulted (i.e. in-text citation and reference list)	5%	
5.	Quality of text (typography, grammar and spellings)	6%	
	TOTAL SCORE:	(100%)	

Comments:.....

EXAMINER: Name:Signature:

Date.....

Appendix 10: Project/Research Oral Presentation Assessment Form for Engineering

ST. AUGUSTINE UNIVERSITY OF TANZANIA

P.O BOX 307

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Email: sautmalimbe@saut.ac.tzWebsite: www.saut.ac.tz

Faculty/School.....

Department of.....

Research Oral Presentation Assessment Form

Name of Student: Student Reg. No.:

Project Title:

- EVALUATION CRITERIA & PERFORMANCE

S/N	Criteria	Components & Rubrics	Nominal Weight (%)	Rating Scale					Actual Score (%)
				1	2	3	4	5	
1	Content	Extent of coverage or familiarity with subject matter or knowledge of subject matter	25						
		Depth or difficulty level of coverage							
		Clarity of coverage							
		Interesting							
2	Organization	Overall: coherent, concise, clear, appropriate	20						
		Introduction: Stated the problem and objectives clearly together with the scope of the work undertaken and its significance							
		Body: The main points were supported with details; Documented facts where necessary; Transitions were made between the main points to enable the examiner to follow the development to the presentation; Sounded believable and persuasive.							
		Conclusion: signal the ending; summarized main points; closed smoothly							
3	Questions & Discussion	Responded to questions well and with confidence	20						
4	Visual Aids	Suitable number							
		Varied							
		Design: clear & well made							

SAUT UNDERGRADUATE RESEARCH/PROJECT GUIDELINE

		Relevance: used appropriate visual aids							
		Used visual aids effectively	10						
5	Delivery	Appearance	15						
		Eye contact							
		Facial expression							
		Hand control							
		Body movements							
		Gesturing							
		Voice: Loudness & softness (in general & for special effects)							
		Speed & pacing (in general & appropriacy of pauses)							
		Humour, relaxed, enthusiasm and interest							
		Confidence of presenter							
Timing (i.e., time management)									
6	Language	Grammar	10						
		Pronunciation							
		Stress & intonation							
		Vocabulary							
		Fluency							

NB. Rating scale: 1 (Poor), 2 (Fair), 3 (Average), 4 (Good), 5 (Excellent)

3. EXAMINER'S OVERALL COMMENTS:

.....

4. EXAMINER DETAILS: Internal External

Name: _____ Signature: _____

Appendix 11: Proposal Assessment Sheet

ST. AUGUSTINE UNIVERSITY OF TANZANIA

P.O BOX 307

Tel: 028 29 81186/7

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MWANZA - TANZANIA

Email: sautmalimbe@saut.ac.tzWebsite: www.saut.ac.tz

Faculty/School.....

Department of.....

Candidates Name and Registration number.....

Programme.....Specialization.....

Phone number.....email address.....

PROPOSAL ASSESSMENT SHEET

Category	Sub-category	Expectation in %	Marks in %
Problem Introduction	Background of the problem	03	
	Statement of the problem	03	
	Purpose/ Objective of the study	01	
Literature Review	Awareness of the current literature	03	
	Research gap awareness	03	
Research Methodology	Research Approach/design	02	
	Data collection tools	02	
	Data analysis	02	
	Originality of the work	01	
GRADE	Total	20	

Supervisors name.....Signature.....Date.....

Appendix 12: Proposal Defense Mark Sheet

ST. AUGUSTINE UNIVERSITY OF TANZANIA

P.O BOX 307

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Email: sautmalimbe@saut.ac.tzWebsite: www.saut.ac.tz

Faculty/School.....

Department of.....

Candidates Name and Registration number.....

Programme.....Specialization.....

Phone number.....email address.....

PROPOSAL DEFENCE MARK SHEET

Category	Sub-category	Expectation in %	Marks in %
Problem Introduction	Background of the problem	03	
	Statement of the problem	01	
	Purpose/ Objective of the study	01	
Literature Review	Awareness of the current literature	03	
	Research gap awareness	02	
Research Methodology	Research design	03	
	Data collection tools	02	
	Data analysis	01	
Ownership of the Report	Familiarity with the report contents	03	
	Self Expression	01	
	Originality of the work	01	
GRADE	Total	20	

Examiners name

Signature

1.....Panel Leader.....

2.....Member.....

3.....Member.....Date.....

Appendix 13: Research Assessment Sheet

ST. AUGUSTINE UNIVERSITY OF TANZANIA

P.O BOX 307

Tel: 028 29 81186/7

Fax: 028 29 81185



MWANZA - TANZANIA

Email: sautmalimbe@saut.ac.tzWebsite: www.saut.ac.tz

Faculty/School.....

Department of.....

Candidates Name and Registration number.....

Programme.....Specialization.....

Phone number.....email address.....

RESEARCH ASSESSMENT SHEET

Category	Sub-category	Expectation in %	Marks in %
Problem Introduction	Background of the problem	03	
	Statement of the problem	01	
	Purpose/ Objective of the study	01	
Literature Review	Awareness of the current literature	03	
	Research gap awareness	02	
Research Methodology	Research Approach/design	01	
	Data collection tools	02	
	Data analysis	02	
Research Findings	Relation to research question	02	
	Interpretation and statistics	02	
	Originality of the report	01	
GRADE	Total	20	

Supervisors name.....Signature.....Date.....

Appendix 14: Research Report/Defense Mark Sheet

ST. AUGUSTINE UNIVERSITY OF TANZANIA

P.O BOX 307

Tel: 028 29 81186/7

Fax: 028 29 81185



MWANZA - TANZANIA

Email: sautmalimbe@saut.ac.tzWebsite: www.saut.ac.tz

Faculty/School.....

Department of.....

Candidates Name and Registration number.....

Programme.....Specialization.....

Phone number.....email address.....

RESEARCH REPORT/DEFENCE MARK SHEET

Category	Sub-category	Expectation in %	Marks in %
Problem Introduction	Background of the problem	08	
	Statement of the problem	07	
	Purpose/ Objective of the study	05	
Literature Review	Awareness of the current literature	14	
	Research gap awareness	06	
Research Methodology	Research design	08	
	Data collection tools	06	
	Data analysis	06	
Research Findings	Relation to research question	08	
	Interpretation and statistics	06	
	Conclusion	06	
Ownership of the Report	Familiarity with the report contents	08	
	Self Expression	04	
	Originality of the report	08	
GRADE	Total	100	

Examiners name

Signature

1.....Panel Leader.....

2.....Member.....

3.....Member.....**Date**.....