



**MASINDE MULIRO UNIVERSITY OF SCIENCE
AND TECHNOLOGY**

SCHOOL OF GRADUATE STUDIES

MANUAL FOR GRADUATE PROPOSAL/THESIS WRITING

2012

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PROPOSAL WRITING FORMAT

PRELIMINARIES

(i) TITLE PAGE

Title to the work not more than 20 words.

Name of candidates; first name, middle followed by a surname.

Citation: A research proposal submitted in partial fulfillment for the requirements of the award of the respective degree of MMUST.

OR

Citation: A thesis submitted in partial fulfilment for the requirements of the award of the respective degree of MMUST.

Month and year.

2. ROMANS (ii) Declaration:- Originality of work.

- Candidates name, registration number and signature.
 - Supervisors approvals.

ROMANS (iii) Abstract: Not more than one page,
Single – spaced, one paragraph, font 12.

- **ROMANS (iv) - Table of contents.**
 - Bold chapter headings.

List of tables.

List of figures.

Accronyms and abbreviation.

The rest of the format that follows will be prescribed by the respective disciplines.

THESIS FORMAT

- In addition to proposal preliminaries, a thesis shall include a copyright page after declaration page, dedication (optional) after copyright; acknowledgement after dedication.

INTRODUCTION

This Masinde Muliro University of Science and Technology Graduate thesis manual identifies responsibilities of participant's viz, (students and supervisors) in the graduate training. It also presents information on matters on form (style) that are essential in preparation of a thesis. It is important that readers of this manual familiarize themselves with Masinde Muliro University of Science and Technology common rules and regulations for graduate degrees.

RESPONSIBILITIES

Masters and Doctoral Candidates

Candidates are responsible for:-

Maintaining regular consultation with Supervisors.

Presenting progress reports to the relevant Departments as stipulated in the University regulations.

Securing, organizing and presenting content professionally and accurately.

Adhering to correct or presenting quotations, footnotes, bibliographical items, tables, and other illustrative materials accurately.

Supplying thesis materials according to the requirements prescribed in this manual.

Checking thesis for errors.

Presenting intention to submit the thesis to the relevant Department as stipulated in the University Regulations.

Defending all aspects of the thesis during oral examination.

Making corrections as recommended by the Board of Examiners.

Ensuring that the required number of copies of thesis and all original and dully signed Certificate of Correction (Appendix 1) are submitted to SGS.

University Supervisor

The University Supervisor's responsibilities are:

To serve as resource person.

To enhance the quality of a student's research work.

To offer advice on improvements on thesis content and form.

To ensure that written reports on the progress of a student's studies are submitted as required by the University regulation.

To ensure that a student presents Seminars as required by the University regulations.

Student attends seminars and conferences

By appending his or her signature on the appropriate page of thesis, a Supervisor is certifying that the thesis represents the work of the candidate that was carried out under his/her Supervision.

PLAGIARISM

A failure to acknowledge one's source of literature constitutes plagiarism. Plagiarism can arise from:

Not putting words copied verbatim from another author's work in quotation marks.

Piecing together several sentences, changing a few words in paragraph or paraphrasing without citation.

STYLE

Style deals with matters of form in preparing a manuscript with the purpose of ensuring consistency, precision and clarity.

Scholarly publication style varies among disciplines. Because of this, departments/faculties are required to declare the style to be used in their areas of disciplines. Below are general guidelines.

Typing of Thesis

A thesis must be type-written or printed on an 4A size, 80 gram bond paper. Any deviation from this standard paper size must be approved by the Board of the School of Graduate School. Computer printed material must be of good quality. There must be consistency in the typeface. The thesis shall be typed with double spacing.

Margination

There must be a 40mm margin on the left hand side and 25mm margin on the right hand side of the paper. Margins must be 25mm wide from the top and 25mm from the bottom of the page.

Pagination

Pages shall be numbered consecutively in Arabic numerals, starting with the first page of text and the number shall appear in the centre of the bottom margin of the page. Preliminary pages such as table of contents, list of tables and figures that precede the first page of text shall be numbered using small Roman numbers.

Chapter and Major Sections

Chapters and major sections (for example Introduction, Literature review, Materials and Methods, Results, Discussion etc.) should each begin on a new page. All sub-sections may begin immediately after proceeding materials, except that sub-section heading should not be placed at the bottom of a page unless it is followed by two lines of text. Headings in a thesis must be internally consistent.

Partly filled pages of text are not permitted except at the end of a chapter or where there is not sufficient room to place four or five lines of text either above or below a table.

Title Page

The first page bears the title of the Thesis in Capital letters with the full names of the candidate in small bold letters below.

The legend “A thesis/dissertation submitted in partial fulfillment of the requirements for the degree of (Insert the name of the degree) of Masinde Muliro University of Science and Technology” shall appear in the middle of the page.

The date of submission shall appear below in the form of month and year.

Declaration and Certification page

The section must contain:

A signed and dated declaration by the candidate with the following statement: “This thesis is my original work prepared with no other than the indicated sources and support and has not been presented elsewhere for a degree or any other award.”

A signed and dated certification by the University Supervisors with the following statement “The undersigned certify that they have read and hereby recommend for acceptance of Masinde Muliro University of Science and Technology a thesis/dissertation entitled.....

Copyright Page

This thesis/dissertation is copyright materials protected under the Berne Convention, the copyright Act 1999 and other international and national enactments in that behalf, on intellectual property. It may not be reproduced by any means in full or in part except for short extracts in fair dealing so for research or private study, critical scholarly review or discourse with acknowledgment, with written permission of the Dean School of Graduate Studies on behalf of both the author and Masinde Muliro University of Science and Technology.

4.8 Dedication

A dedication statement not exceeding 25 words may follow the declaration beginning on a separate page. Dedication should as much as possible be limited to one person or one party or else it loses its significance and value.

4.9 Acknowledgments

Acknowledgement not exceeding 150 words should follow dedication, beginning on a separate page, with the surname and initials of the author on the left-hand corner below it.

4.10 Abstract

An abstract of the thesis not exceeding one page should follow the acknowledgment, beginning on a new page.

4.11 Table of contents

A table comprising preliminaries, chapters, bibliography/references and appendices of contents should follow the abstract, beginning on a new page. The table of contents should let a reader know quickly and clearly how a thesis is organized. There must be consistency in the use of headings and sub-headings in both the tables of contents and the text.

4.12 List of Tables

A list of tables should follow the table of contents, beginning on a separate page.

4.13 List of Figures

A list of figures should be on a separate page immediately after the list of tables.

4.14 List of Abbreviations and Acronyms

A list of abbreviations and acronyms should immediately follow the list of figures on a separate page.

4.15 The Thesis/Dissertation

A complete master or doctoral thesis should conform to the following items:

Title page
Declaration page
Copyright page
Certification page
Dedication page
Acknowledgement
Abstract
Table of contents
List of tables
List of figures
List of abbreviations and acronyms
Main chapter i.e. 1,2, 3.....
Bibliography/reference

Appendices/annexes

Figures, numbers and captions should appear below figures

A table that is oversized may be divided so that a portion appears on two pages which face each other. If this method is used, the entire title and footnotes, if any, appear on the left-hand side of a table.

Whenever possible, photographs should be printed directly on A4 photographic paper. However, in special cases, photographs may be mounted on 100% bond paper by use of double adhesive mounting paper. A lamination process may also be used.

4.16 References

Most style manuals describe how literature is to be referenced and bibliographies constructed. Minimum requisites are that referencing system and bibliographies/references be consistent throughout, be clear and fully agree with each other both in the text and list of references. Literature must be cited by author and dated or by number in the text, and a list of references must appear at the end of the thesis. Departments and Faculties may vary in the way they cite literature provided the citing is in accordance with accepted international conventions described in any one of the manuals listed in appendix 2. Departments, Faculties, however, are required to declare the referencing systems to be in their areas of discipline.

5.0 TABLES, FIGURES AND PLATES

Tables, figures and plates may be included within the text or appear on separate pages. If on separate pages, however, they should be placed near the text which refers to them.

Each table, figure and plate shall have a full caption. Tables, figures and plates should be numbered in sequence and should be cited by a number in the text. A table, figure and plate must fit within the margins previously mentioned.

6.0 THESIS/DISSERTATION SUBMISSION

At least three months before a thesis is submitted, a candidate shall give notice to the Dean, School of Graduate School (SGS) through the Supervisor the relevant DGSC and FGSC on five copies of the prescribed form Ref. MMUST/SGS/BPS/ADM/2 (Appendix 3) obtainable from SGS of his/her intention to submit. Copies of such a notice must be given to the Chairman of Department and Dean of the Faculty.

The notice must include the title of the thesis, an abstract not exceeding 500 words of the work completed, and the intended date of submitting the thesis.

Six copies of loosely bound theses and a soft copy, duly signed by the candidate and all Supervisors, shall be submitted to the Dean, SGS through the Chairman of the DGSC and through the Chairman of FGSC along with a forwarding letter.

7.0 THESIS/DISSERTATION EXAMINATION.

The examination involves evaluation of thesis to determine whether it:

Conforms in presentation to the regulations for thesis writing of Masinde Muliro University of Science and Technology.

Reflects evidence of the candidate's capacity for original thought and understanding of the subject.

Is adequate in form and content.

Makes a distinct contribution to knowledge.

8.0 THESIS PRODUCTION

The objectives in production of the original master and copies of a thesis is to ensure:-

Permanence

Readability of format and content

Microfilm reprints

Legibility of print

Uniformity

Therefore, careful attention must be given to materials and methods used to produce the original master and copies of the thesis.

Final copies of the thesis shall be bound in high quality Blue (university colour) cover for a master's degree and blue for a doctoral degree with appropriate lettering as laid down in the common regulations for higher degrees. Lettering on the thesis spine should have the candidate's surname and initials. The first letter of the surname commences 4cm from the top of the thesis. The name of the degree should appear in the middle of the spine. There should be a 5mm space between the year and the bottom end of the thesis. Six copies shall be produced.

9.0 SEMINARS

A master's candidate shall be required to give at least one Seminar in addition to the defense of research proposal in the relevant department/faculty before submission of a thesis for examination.

Doctoral candidate shall be required to give at least two Seminars in addition to the defense of research proposal in the relevant department/faculty before submission of a thesis for examination.

Successful candidates will be expected to present their research findings at a conference organized by MMUST at a convenient date.

APPENDIX 2: SOME OF THE RECOMMENDED STYLE MANUALS:

Mla Handbook for writers of Research papers, Theses and Dissertations.

Council of Biology Editors Style Manual.

Style Manual for ASA, CSSA, SSSA.

Turabian A. Manual for writers of Term papers, Theses and Dissertations, 5th Edition.

American chemical Society Handbook for Authors.

American Psychological Association Manual.

Chicago A. Manual of Style.

Submission and Examination of Thesis

1. At least twelve weeks before the end of the fourth semester, a candidate shall give a written notice of intent to submit a thesis to the Dean School of Graduate Studies through the Supervisor(s) and Head of department. The notice should be copied to the Dean/Director of the Faculty/School/Institute and to the chairmen of the Departmental and Faculty Graduate Studies committees. The notice should include a signed Abstract not exceeding 400 words and which has been countersigned and dated by the Supervisor (s).

2. Within four weeks after the notice of intent to submit a thesis has been issued, the respective Chairman for the Departmental Graduate Studies Committee shall recommended to the Dean School of Graduate Studies through the respective FGSC, one External Examiner, two Internal Examiners and two Faculty Representatives for the candidate's panel of Examiners. The CV of Examiners who are not staff of Masinde Muliro University of Science & Technology shall also be submitted for consideration by the Board, SGS, if the Examiners are being appointed for the first time. The Senate shall, on the recommendation of the panel of SGS, appoint in respect of each candidate presenting a thesis, a panel of Examiners for oral examination, consisting of:

The Dean SGS, or Representative
One External Examiner
Two Internal Examiners, at least one of whom should be from the relevant department,
Candidate's Supervisor (s),
Two Faculty Representatives

3. The faculty Representatives shall normally be from Masinde Muliro University of Science and Technology but preferably not from the same department as the candidate. They shall not be required to read the thesis although they shall be access to the thesis and the written assessment reports. The Faculty Representatives shall assess the candidate only during Oral Defense.

4. Each candidate shall submit six spiral bound copies of his/her thesis to the Dean SGS. The thesis must be prepared according to the format approved by Senate and must be signed by the student and the Supervisor (s) and bear the date of submission.

5. Copies of the thesis shall be distributed to the Internal and External Examiners and the Supervisor (s). The two Internal Examiners and the External Examiner shall be required to assess the thesis and submit detailed reports to the Dean SGS and copies to the Registrar Academic Affairs, within four weeks of receipt of the thesis. An honorarium shall be paid to the Examiners subject to the submission of satisfactory reports on time.

6. Each examiner shall indicate within hi/her detailed report:
Whether or not the thesis is adequate in form and content:
Whether or not the thesis reflects an adequate understanding of the subject, and in consequences;
Whether or not the thesis needs revision or corrections; and
The mark to be assigned to the thesis

7. The Dean SGS, in consultation with the Chairman of the respective Departmental G.S Committee shall appoint a new Examiner when an Examiner's report is delayed for more than one month. A new Examiner shall be appointed.

8. After the receipt of all the Examiner's reports, the Director, IGSRE shall set a date for the Oral Defense. Such a date shall normally be within three weeks of the date of receipt of the last report. The External Examiner's for Masters. Candidate shall not be required to attend the Oral Defense, but the External Examiner's report and grade shall be given due attention during the defense.

9. The oral examination shall be open to the public. The public will be allowed to ask questions but these may or may not contribute to the assessment of the candidate's performance. The duration of the Oral Defense shall be a maximum of 2 hours. A candidate will be given 20 minutes to present his/her work after which there will be a questions and answers session. Assessment shall e conducted as follows:

Each member of the board, with the exception of the Supervisors, shall be required to assign a grade not exceeding 20% to the Oral Defense. The mean of all the scores shall be the final grade for that defense, and shall be designed mark Y.

The Chairman of the Board of Examiners shall calculate the mean score from the three examiner's scripts designate it as mark X. The overall Grade for the thesis shall then be calculated from the following formula: Thesis Mark = $(08 X + Y) \%$

A candidate must pass both the Oral Defense and the Written Thesis to be declared pass overall. The pass mark is 50%.

If a candidate is failed by the External Examiner, the External Examiner may be invited to the defense.

10. After the completion of the Oral Defense, and taking into account items 10.5 (g) and (j), the Board of Examiners shall decide:

Whether the candidate defended the thesis adequately and the whether the candidate should be declared pass outright, thus assigning the grade to the thesis, and recommending the award of the degree subject to the candidate fulfilling other requirements in respect of course work.

Whether the thesis needs minor revision and/or corrections over the above the recommendations contained in the Examiners' Reports, thus assigning the grade to the thesis, and recommending submission of the final revised thesis within one month, duly certified by the Supervisors.

Whether the thesis needs major revision and corrections, and recommending re-submission of the thesis within three moths for fresh assessment by on of the Internal Examiners. Should the candidate still fail at this stage, the candidate must submit a revised thesis within six moths for fresh assessment by all the three Examiners and appear for a second defense thereafter

Whether the thesis needs a complete overhaul, including collection of more data and/or change of methodology, and recommending re-submission within nine months for fresh assessment by all the three Examiners and a second defense thereafter.

Whether the thesis is unacceptable for the award of a Masters degree of Masinde Muliro University of Science & Technology, and declaring the candidate having failed outright.

11. A thesis cannot be defended more than twice.
12. A candidate who fails overall after the Oral defense shall not be awarded the Masters degree
13. A candidate who fails according to item 10.5 k) (v) may be considered for the award of a Graduate Diploma as long as the candidate meets the necessary requirements for such an award, otherwise the candidate shall be discontinued.