




The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR UNDERGRADUATE RESEARCH PROJECT SUPERVISION (CUEA/DVC ACD/FCT/RPT/01)	DEANS OF FACULTIES AND DIRECTORS OF CENTRES
	NO. OF APPENDICES:
	4 (FOUR) (A-D)
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DVC ACADEMIC
SIGNATURE	<i>JMbo</i>
DATE	23 March 2011
ISSUE DATE	23 March 2011
STAMP CONTROLLED / UNCONTROLLED	CONTROLLED
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0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Contents

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0.2 RECORD OF CHANGES

No.	Date <i>(dd-mm-yy)</i>	Details of Changes		Authorization <i>Name & Signature</i>
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0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

1.0 PURPOSE

This procedure describes the process to be followed to ensure effective and efficient supervision of undergraduate research projects.

2.0 SCOPE

This procedure applies to all faculties and institutes at CUEA

3.0 TERMS AND DEFINITIONS


3.1 **Eligible student:** One who has done/undertaken Research Methods unit/course and has registered and paid for the research project.

3.2 **HOD** – Head of Department

3.3 **AMIS** – Academic Management Information System

3.4 **CSJE** – Centre for Social Justice and Ethics

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- 3.5 **FAB** – Faculty Academic Board
- 3.6 **CUEA** – Catholic University of Eastern Africa
- 3.7 **RPT** – Research project

4.0 REFERENCES

This procedure makes reference to the following documents

- 4.1. Supervision guidelines
- 4.2. Student handbook
- 4.3 Quality Management Manual
- 4.4 ISO 9001: 2008 Standard


5.0 PRINCIPAL RESPONSIBILITIES

The Deans of Faculties and Directors of Centres shall be responsible for this procedure.

6.0 METHOD

- 6.1. The projects coordinator shall brief the students on the projects supervision process and provide registration form (Appendix A) for entering the proposed topic and supervisor to the eligible student.
- 6.2. The projects coordinator shall ensure that the students complete the registration forms and return them to the projects coordinator within two weeks.
- 6.3. The projects coordinator shall present the proposed topics and list of supervisors to the departmental projects committee for approval.
- 6.4. The departmental projects committee shall receive the proposed topics and list of supervisors for approval.
 - 6.4.1. If the list of proposed topics is not approved, it shall be returned to the projects coordinator who shall advise the student on any amendment(s).
 - 6.4.2. If the list of proposed topics is approved, the HoD/Director shall communicate to the students and the supervisors.
- 6.5. The supervisor shall meet student and start supervision in accordance with the supervision guidelines.
- 6.6. The supervisor shall ensure that the student completes the project and prepares four hard bound copies and a soft copy.

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- 6.7. The supervisor shall ensure that the student signs the copies of the project and presents them to the other respective signatories (supervisor and HoD).
- 6.7.1. If defence does not apply the HoD shall give a signed copy to the supervisor for award of the final grade.
- 6.7.2 If defence applies the HoD shall request DAB to set defence dates.
- 6.8 The projects coordinator shall prepare the list of defence panels and communicate to the students and supervisors.
- 6.9 The defence panels shall listen to student oral/practical defences and allocate marks on the project oral/practical evaluation forms (Appendix B and C).
- 6.10 The project supervisor shall mark the written project report and complete the written project evaluation form (Appendix D).
- 6.11 The supervisor shall compute the final mark by adding the average of the oral marks and the mark from the written project evaluation form (Appendix D).
- 6.12 The projects coordinator shall receive the final mark and enter in the AMIS.

7.0 APPENDICES

- 7.1 Appendix A: Project registration form
- 7.2 Appendix B: Oral project evaluation form
- 7.3 Appendix C: Practical Project evaluation form
- 7.4 Appendix D: Written project evaluation form
- 7.5 Appendix E: Research project Format

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APPENDIX A: PROJECT REGISTRATION FORM

**CATHOLIC UNIVERSITY OF EASTERN AFRICA
FACULTY**

Registration form for Undergraduate Research Project

Research Project is a course undertaken in first and second trimester of final year of a degree program. The course is assessed as per faculty requirements.

You are required to provide details to allow allocation of supervisor and further administration of the project. **THIS PROJECT IS DONE INDIVIDUALLY.** However, two students may be allowed to team up.

	FIRST STUDENT	SECOND STUDENT
Registration No.	_____	_____
Area of specialisation	_____	_____
Title of topic of interest:	_____	
Preferred supervisor*	_____	

You are further informed that expected date of completion is _____, whereupon you will submit **FOUR HARD – BOUND** copies of Final Project. Oral/practical examination will be done a week later.

I agree to abide by all above.

Student name: _____

Signature: _____

Date: _____


*A SUPERVISOR IS ALLOCATED DEPENDING ON PROPOSED TOPIC OF THE STUDY

THIS FORM SHOULD BE SUBMITTED BACK TO THE RESPECTIVE HEAD OF DEPARTMENT/PROJECT COORDINATOR.

Supervisor allocated: _____

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APPENDIX B: PROJECT ORAL EVALUATION FORM
FACULTY OF COMMERCE
Research Project Oral Evaluation Sheet

Project Title:

Student name/ Reg. No:

Student Supervisor:

Oral examiner:

Use the **Likert Scale** below to evaluate the student

- | | |
|-----------|-------------|
| 1 (Mark) | – Poor |
| 2 (Marks) | – Fair |
| 3 (Marks) | – Average |
| 4 (Marks) | – Good |
| 5 (Marks) | – Excellent |

Chapter 1: Introduction	1	2	3	4	5
a) Asses student motivation of doing study					
b) Rate student ability to explain statement of problem.					
c) Rate student ability to highlight key objectives of study					


Total _____

Chapter 2: Literature	1	2	3	4	5
a) Check on Generic Literature extent of student to express generic literature					
b) Ability of student to explain a related current study					
c) Does student identify a literature gap that the study will bridge.					

Total _____

Chapter 3: Research Methodology	1	2	3	4	5
a) Student to identify and justify methodology used.					

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b) Student to explain method of selecting sample and treatment of sampling bias if any.					
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Total _____

Chapter 4: Data finding and presentation	1	2	3	4	5
a) Student to share his findings and limitations of study					
b) Student to critique his findings					

Total _____

Grand Total (out of 50 MARKS) =====


Non Grading Questions

1) Comment on the way project was administered.

2) Any comment on Project in relation to Research Methodology class.

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APPENDIX C: WRITTEN PROJECT EVALUATION FORM
FACULTY OF COMMERCE
RESEARCH PROJECT WRITTEN DOCUMENT EVALUATION SHEET
Unit Title: Research Project
Unit Code: CRP 411
(TO BE COMPLETED FOR EACH PROJECT)

Project title: -----

Student Name: (i) ----- **Reg. No.** -----

(ii) ----- **Reg. No.** -----

Supervisor: -----

Rate the student work on the following scale:-

Likert Score 0 Marks – Not tackled

1 Mark – Poor

2 Marks – Fair

3 Marks – Average

4 Marks - Good

5 Marks - Excellent


Likert Score

Chapter 1: Introduction	0	1	2	3	4	5
a) Rate the adequacy of developing background to the statement of problem.						
b) Rank contemporary significance and clarity of statement of problem.						
c) Appropriateness of research questions/hypothesis/objectives to the research study.						
d) Evaluate limitations and significance of the study						

Total _____ **OUT OF 20 MARKS**

Chapter 2: Literature Review	0	1	2	3	4	5
a) Is the scope of reviewed literature comprehensive enough for this study.						
b) Extent to which student present current (updated) related studies						

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c) Rate the relevance of Empirical studies cited in the study						
d) How well does the literature reviewed reveal a gap that the current study will bridge.						

Total _____ OUT OF 20 MARKS

Chapter 3: Research Methodology	0	1	2	3	4	5
a) Rate appropriateness of research design used.						
b) Is study population well identified, mode of selecting samples?						
c) Is the sample selected adequate for study? Is it representative? Any bias presented and mode of dealing with it?						
d) Check adequacy of data collection instrument in capturing objectives of the study (i.e. check questionnaires, , interviewing guides etc)						

Total _____ OUT OF 20 MARKS


Chapter 4: Data Presentation and Finding	0	1	2	3	4	5
a) Does student relate research findings with previous studies, theoretical background etc.						
b) Rate student ability to discuss findings, and interpret the findings						
c) Is presentation of finding appropriate (e.g. use of charts, graph)?						
d) How well does the finding presented answer the research problem?						

Total _____ OUT OF 20 MARKS

Chapter 5: Summary, Conclusion and Findings	0	1	2	3	4	5
a) Check appropriateness of APA use in citations and references						
b) Are recommendations relevant to the study and useful for decision making?						

Total _____ OUT OF 10 MARKS

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Organization of Report	0	1	2	3	4	5
a) Rate general flow of report, appropriateness of Report formatting,						
b) Is abstract, summary/Executive summary a true representation of entire document?						

Total _____ OUT OF 10 MARKS

Grand total (out of 100) _____

Scaled total (out of 50) _____


MARK ANALYSIS

	Student 1	Student 2
Reg. No.
Written Document Mark / 50 marks (attach 2 copies of Hard Bound Projects)
Oral exam mark / 50 marks		
1 ST Examiner
2 ND Examiner
3 RD Examiner
Average mark (Attach mark sheets)
Date of Submission _____		

THANK YOU

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APPENDIX D: CUEA RESEARCH PROJECT FORMAT

A. Preliminary Pages

Cover Page (required)
Title Page (required)
Declaration Page (required)
Abstract (required)
Acknowledgements
Table of Contents (required)
List of Tables (if applicable)
List of Figures (if applicable)
Acronyms
Operational Definitions of Terms

B. Chapter One

1.0 Introduction

1.1 Background to the Problem
1.2 Statement of the Problem
1.3 Research Questions
1.4 Hypothesis (optional)
1.5 Significance of the Study
1.6 Scope and Delimitation of the Study
1.7 Theoretical Framework
1.8 Conceptual Framework (optional)

Chapter Two

2.0 Literature Review


2.1 Critical Review of Theories
2.2 Gaps in the Theories (Criticism of the Theories)
2.3 Critical Review of Empirical Studies, Gaps, Contradictions and Inconsistencies in the Literature Reviewed (Empirical Review)
2.4 Knowledge Gap

C. Chapter Three

3.0 Research Design and Methodology

3.1 Research Design
3.2 Target Population
3.3 Description of Research Instruments
3.4 Description of the Sample and Sampling Procedures
3.5 Description of the Data Collection Procedures
3.6 Description of Data Analysis Procedures

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Chapter Four

4.0 Presentation, Discussion and Interpretation of Findings

- 4.1 Presentation of the Findings
- 4.2 Discussion of the Findings
- 4.3 Interpretation of the Findings

Chapter Five

5.0 Summary, Conclusions and Recommendations

- 5.1 Summary (of the Findings)
- 5.2 Conclusions (based on the Findings)
- 5.3 Recommendations (based on the Findings and Conclusions)


References

Required APA Style

Appendices: If applicable
Instruments used

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