ACKNOWLEDGEMENT

Special thanks to the GIPS Research Committee for the invaluable contribution they made in compiling this document.
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INTRODUCTION

Writing your dissertation or a Project module provides students with an opportunity to work independently on an extensive piece of work. This may be secondary research, primary research, a themed portfolio of work(s) and/or development work on a selected topic/problem within the broad organizational, management and leadership fields, as appropriate to the students’ interests and background.

Dissertations are an effective means of research training, which helps to develop advanced intellectual skills such as evaluation, analysis and synthesis, as well as management skills. This guide gives advice about how to approach, undertake and evaluate your own dissertation, so that you can make the most of this challenge.

1. THE DISSERTATION: AN OVERVIEW

As a preparatory step, there is need to understand the meaning of the term ‘dissertation’ as well as the management of your supervisor and your time.

1.1 What is a dissertation?

Saunders et al. (2009) define a dissertation as the research project that is normally undertaken as part of undergraduate and taught masters degrees; and they are usually written for an academic audience. The terms ‘project’ and ‘dissertation’ are often used interchangeably. Basically, the main difference is likely to focus on the level of academic content. For example, if you are doing a ‘work-based project’, then this is likely to be of a more practical nature. Conversely, a ‘typical’ undergraduate project is likely to require significant academic rigor. Hence, arguably a better suited term is that of ‘dissertation’. In short, do not concern yourself with the terminology; the important thing is that you understand the research process and achieve the learning outcomes.

A dissertation may echo but also differ from a standard essay. There may be different areas of emphasis from the different subject disciplines, but, broadly speaking, an essay is a continuous piece of writing, arranged in clearly demarcated paragraphs, in which an argument (a clear line of thought) is developed, in response to a central question or proposition (thesis). The line of argument is supported by evidence you have acquired through research, which you are required to analyse, and which supports or contradicts the various perspectives explored in the course of that argument. The essay then reaches a conclusion in the final section, which pulls together the threads of your argument, supporting, qualifying or rejecting the original thesis.

Keep in mind that an academic essay is not a piece of writing designed to reproduce information available elsewhere, but something new and expressive of your individual abilities to analyse and synthesise. This writing will, of itself, help you to learn, by enabling you to work with concepts and information relevant to your subject, and thereby developing your intellectual skills.

A dissertation follows the fundamental principles of academic writing, but more extensively. It is an extended piece of writing, usually divided into chapters.
1.2 What makes a good dissertation or project?

Normally a good dissertation or project will define a question, problem, or issue to be investigated, apply appropriate analysis, cite relevant evidence, and reach a reasoned conclusion. Students may conduct research to analyse a range of primary and/or secondary data such as annual reports, media / news reports, blogs, online discussion forums, financial data etc. Good dissertations can also be written purely on the basis of library work. Whatever method you have chosen, the end product should demonstrate that you are able to organize, select, and communicate relevant information in a clear and well-presented form.

1.3 What topics may be chosen?

The scope and nature of the project or dissertation can vary enormously. Some students will write a dissertation that is based on an academic area of interest where the source material originates from secondary data. Other students may write a dissertation that is project based drawing on both secondary and primary data.

**Please note:** Students need to ensure that the topic area chosen for their dissertation is in line with the degree programme they are doing, e.g. a Business Management student is not able to do a dissertation that is entirely on Tourism.

1.4 What is required in a dissertation or project?

The student will be expected to demonstrate some or all of the following:

i. **Evidence of scholarly research.** Examples are using search facilities in the library (CD ROMS, books and journals etc.), and showing evidence that sources have been located and sensibly used. Material obtained from sources such as news reports, online discussion forums etc. is another possibility.

ii. **Evidence of independent thought.** This can be provided by way of comments on the theories and opinions of scholars, commenting on secondary data etc.

iii. **Interpretation of evidence.** It contains a detailed exploration of evidence from published texts, for example if you are exploring the literary texts of a particular writer, or it may consist of primary data gathered by your own, first-hand research, for example a sociological study of attitudes to gender roles based on research methods such as interviews and questionnaires.

For this to be sufficient it needs to go beyond mere description of an event, situation, opinion etc. with explanation or analysis. Similarly; quotations in your dissertation should not be used simply for their own sake. One way of using them is to support a particular viewpoint or argument. You are not rewarded simply for reproducing the words of other writers. If tables are included make sure that you give the source of the data and that you use them (to support an argument, comment on a theory etc.). It cannot be emphasized too strongly that mere description alone is not sufficient - you must analyse, evaluate, or interpret your data and information.
iv. **Theoretical or conceptual framework.** Your argument should be placed within the context of existing theory relevant to the subject. A conceptual understanding of the topic chosen, using an appropriate theoretical framework is needed. Thus, when choosing a topic, students should aim at the application of appropriate theory or a suitable explanation of the solution to the problem.

v. **Clarity of argument and expression in the presentation of your findings.** This can be a challenge to students whose first language is not English. In this it is not perfection in either grammar or sentence construction that we are looking for, but examiners must be able to understand what you are trying to say.

vi. **Competence in referencing, and other appropriate skills.** Some guidance on this is presented later.

vii. Follow a recommended sequence of chapter headings – for example, introduction followed by literature review, followed by methodology and/or an analysis of your research.

1.5 **What is the word limit?**

The maximum length of the undergraduate dissertation is typically 10,000 words, or equivalent. There is no minimum length, but you should write enough to demonstrate that you have achieved the aims of your dissertation or project; however, it is unlikely that this can be done in less than 9,000 words.

*Note: The maximum number of words does not include footnotes, the abstract, the bibliography, indented quotations, appendices and tables.*

2. **SUPERVISION**

Since a dissertation is an individual piece of work, you shall be allocated a supervisor who will provide general guidance and help. Extensive reading and commenting on draft chapters is not included in the role of the supervisor. Students are required to provide their supervisor with a brief outline of their proposed dissertation, line of inquiry etc. as soon as possible. Following this, your supervisor will discuss the presentation and methodology of the dissertation, possible titles, and give guidance on how to focus the work. Supervisors are not required to be experts in the chosen topic.

2.1 **Meeting your supervisor**

You will have a maximum of 5 hours one-to-one contacts with your supervisor over the period in which the dissertation is being written. Generally, it will be advantageous to divide this into a number of shorter periods. The following is a rough guide to efficiently work on the dissertation:

- use the first two contacts to develop a research plan
- use the next two to get feedback on chapters of the dissertation; and
- the last for feedback on the first draft
You are strongly advised to make full use of these consultation sessions. Supervisors will indicate their availability and students must then make arrangements for supervision sessions. Do not delay in having your first meeting with your supervisor, as it is vital to discuss not only what topic you will start with, but also how you can best work on your dissertation. A Supervision Meeting Record Sheet has been presented in this document (Appendix 4). This form should be signed by your supervisor each time you visit him or her in connection with your dissertation. This form must also be submitted by you with your completed dissertation.

Your supervisor will expect to receive regular reports on your progress and it is important that you provide detailed evidence of this progress to him/her. The reasons for this are: the assistance he/she can give will be limited in the absence of information; and, if you submit a document which your supervisor cannot guarantee as your own work because you have not provided evidence to him/her during the course of your research, you will have to undergo a viva voce (oral) examination.

2.2 The importance of time management

Writing a dissertation can be very demanding in terms of managing your time and the process itself. It is a major piece of work and you are likely to have months before it is due for submission, so the dissertation sometimes causes problems even for people who are normally good at meeting deadlines. If you know that you have a problem with independent work, or if you think that such a major undertaking will cause problems, make sure you read relevant materials, consult your supervisor and start early enough.

2.3 Selecting and Researching Your Topic

Choosing a topic can be difficult especially when you have been used to having essay questions and assignment topics set for you. It can even be more difficult to decide what to do when you have been given some freedom in this respect. There is also a risk that the freedom might go to your head so that you take on more than you can cope with in the time available. When deciding on a subject for your dissertation, keep in mind the research requirements, choose a topic that you like, and be guided by the adage ‘the narrower and more specific the better’. If you are unsure consult your supervisor.

For a guide on the contents of your proposal write-up, refer to appendix 1.

2.4 Ethical standards

All research must be carried out in an ethical manner, without exploiting others or breaking agreed ethical rules. Your own discipline will have a set of ethical standards to which you must adhere: make sure that you know what these are, and take advice from your supervisor about any ethical issues arising from the nature of your particular study.

2.5 Suggested work plan

As you carry out your research it is important to remember that the time you have at your disposal is limited, and that the effort you put into this aspect of your dissertation needs to be reflected in the end product. To this end it is essential to plan and think about the overall
structure of your dissertation sooner rather than later. Try to ensure that your research effort is aligned with the way in which your dissertation will be structured. Consider the work plan in Table 1, and devise one for yourself, which is suitable for your own context, subject discipline and length of time available.

Table 1
SUGGESTED WORKPLAN FOR GIPS PROJ 415: DISSERTATION

<table>
<thead>
<tr>
<th>Item</th>
<th>Main task to be done</th>
<th>Find time also to explore:</th>
<th>Interim deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Background reading around area of interest.</td>
<td>Follow interesting ‘trails’, until one leads to a provisional question or ‘thesis’</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Find and submit topic and title.</td>
<td>More background and focused reading on your chosen aspect of the topic</td>
<td>04 October 2016</td>
</tr>
<tr>
<td>3</td>
<td>Preliminary literature review what has already been written about your topic?</td>
<td>Investigate methodological issues, implications of particular methods and ethical issues.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prioritize the automated referencing available on Microsoft Word.</td>
<td>Brief annotated references.</td>
</tr>
<tr>
<td>4</td>
<td>Submit a dissertation/project proposal, informed by your preliminary literature review. Present project plan Fill, print &amp; submit ethics form.</td>
<td>• Define a research problem and research objectives&lt;br&gt;• Undertake key literature review&lt;br&gt;• Propose a methodology</td>
<td>04 Nov 2016</td>
</tr>
<tr>
<td>5</td>
<td>Submit draft for Chapter 1: Introduction</td>
<td>Is the purpose and rationale for the study clear? Clear set of objectives / research questions</td>
<td>13 Jan 2017</td>
</tr>
<tr>
<td>6</td>
<td>Submit draft for Chapter 2: Literature Review</td>
<td>Was the range adequate and suitable? Has a critical review of the literature been adopted?</td>
<td>27 Jan 2017</td>
</tr>
<tr>
<td>7</td>
<td>Submit draft for Chapter 3: Methodology</td>
<td>Was research design and methodology discussed? Was the approach appropriate?</td>
<td>10 Feb 2017</td>
</tr>
<tr>
<td>8</td>
<td>Submit draft research tools (E.g. Questionnaires, interview guides, observation checklists, etc.).</td>
<td>Begin to conduct your primary research and gather evidence or data.</td>
<td>24 Feb 2017</td>
</tr>
<tr>
<td>9</td>
<td>Gathering evidence or data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Submit draft for Chapter 4: Analysis, Presentation &amp; Interpretation of Data</td>
<td>Has the data been accurately presented and analyzed or are findings merely a description? Have you applied appropriate theory? Have you attempted to interpret their findings?&lt;br&gt;• Begin to analyse evidence or data&lt;br&gt;• Focus on adopting an appropriate academic tone and style, together with accurate, reader-friendly presentation of evidence</td>
<td>31 March 2017</td>
</tr>
<tr>
<td>11</td>
<td>Submit draft for Chapter 5: Conclusions and Recommendations</td>
<td>Are conclusions reasoned? Do they correspond with the objectives of the research?&lt;br&gt;• Revisit the research problem &amp; draw conclusions from the findings&lt;br&gt;• Provide suggestions&lt;br&gt;• Recommend a way forward&lt;br&gt;• Recognize lessons learnt</td>
<td>14 April 2017</td>
</tr>
<tr>
<td>12</td>
<td>Complete and submit draft dissertation.</td>
<td>Focus on adopting an appropriate academic tone and style, together with accurate, reader-friendly presentation of evidence.</td>
<td>28 April 2017</td>
</tr>
<tr>
<td>13</td>
<td>Attend to supervisor’s comments</td>
<td>Last refinements of written style and presentation; final check of data and its presentation.</td>
<td>12 May 2017</td>
</tr>
<tr>
<td>14</td>
<td>Submit dissertation</td>
<td>Be professional</td>
<td>26 May 2017</td>
</tr>
</tbody>
</table>
3. DISSERTATION ASSESSMENT

The assessment criteria for the dissertation are strictly based on GIPS assessment Policy whose objective is to ensure delivery of credible examinations to its learners, and to produce candidates to the industry that will be reliable. The assessment procedure underscores:

- That all candidates go through the ethics screening process and submit the Research Ethics Application Form duly signed by each candidate.
- That the candidates submit their dissertation proposal before being allowed to undertake a research project as indicated in their proposal.
- A letter of authorization to conduct research at an Institution.
- A research Project Declaration as presented in Appendix 2.
- Receipt on submission of project to the supervisor, and the learner is left with a copy

3.1 Assessment Criteria

The research assessment criteria are as outlined in Table 2. A more detailed version is also presented in Appendix 3.
Table 2
Assessment Criteria

Student’s Names and I.D: ________________________________
Topic: ________________________________________________

<table>
<thead>
<tr>
<th>ASPECT</th>
<th>POSSIBLE MARKS</th>
<th>ACTUAL MARKS</th>
<th>INTER MOD</th>
<th>EXT MOD</th>
<th>COMMENTS</th>
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</thead>
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<td>3</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Acknowledgement</td>
<td>2</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abstract</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Objectives/Hypothesis</td>
<td>2</td>
<td></td>
<td></td>
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<td>Research Questions</td>
<td>2</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Literature Review</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methodology</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data presentation</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Analysis /Findings</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussion/Evaluation/Interpretation</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conclusion</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommendation/Suggestion</td>
<td>4</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Limitations</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>References</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appendix</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicativeness</td>
<td>10</td>
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<td></td>
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<tr>
<td>Total</td>
<td>100</td>
<td></td>
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</tbody>
</table>

Additional Comments: _______________________________________
_________________________________________________________________
Examiner’s Name: _______________________________________________
Examiner’s Signature________________________________________ Date_____

Note carefully
- The dissertation will be subjected to moderation by external markers as outlined in the assessment policy of the institution.
- Plagiarism as known in the academic circles is theft which occurs when you present someone else’s work, words, images, opinions, etc., whether published or not as your own. Be informed that plagiarism shall not be tolerated and you need to ensure that your similarity index is less than 20%.
4. FORMAT

Your dissertation should be written in English and must be within the range of 9000-10 000 words limit.

- The candidate’s details must appear on the standard dissertation cover page of the institution (Refer to Appendix 5).
- You are expected to submit two (2) hard copies of the dissertation to the Head of the Department (HOD) and one (1) digital (soft) copy on a compact disc (CD). The CD must be clearly labeled with the candidate’s name and number using a permanent marker.
- At the submission of your dissertation, you may also be asked to submit either on a CD or manuscript, your working papers which formed the basis of your dissertation e.g. copies of articles, working notes, completed questionnaires and tapes or notes of interviews. All these will be returned to you after the assessment is completed.
- The dissertation must be prefaced by an abstract. This is not an introduction but a summary which outlines the plan and argument of the dissertation. It includes the purpose of the study, the problem, subjects and methodology, findings and conclusions. It should be concise and written in no more than 300 words. Your abstract should be written in a continuous prose (one paragraph). It should be included immediately after the title page and it will be examined as part of the dissertation.
- A list of contents, such as the glossary, chapters, and appendices - with page references - should be included at the front of the dissertation.
- All pages should be numbered and double-line spacing, font size 12 used.
- Hold your dissertation together in a suitable spine binder with a declaration page which is available in Appendix 2.
- Diagrams, figures, tables, and illustrations should be incorporated into the text at the appropriate place.
- The work of other authorities must be acknowledged. When quotations or general references are made they must be suitably referenced by using the Harvard system.

Your hard copy dissertation should depict the following format (may include more):

- Plastic Front Cover
- Cover Page (Appendix 5)
- Research Project Declaration (Appendix 2)
- Abstract
- Table of Contents
  This is an outline of the whole project in list form, setting out the order of the sections, with page numbers. It is conventional to number the preliminary pages (abstract, table of contents) with lower case Roman numerals (i.e. (i), (ii), (iii) etc.) and the main text pages (starting with the first chapter) in Arabic numerals (1, 2, 3, etc.) as shown below.
Contents

List of Tables
List of Figures
List of Abbreviations
Acknowledgements

Chapter 1 (Title)
  1.1 (First Section heading)
  1.2 (Second etc.)
  1.3 (Third)

- List of tables and figures
- Main body of document, appropriately structured (this structure may vary depending on the nature of your dissertation.)
- References
- Appendices (Include only material which is genuinely supportive of the argument in the main body of the dissertation. Number these pages too – scan where necessary).
- Completed Supervision Meeting Record Sheet (from Appendix 4)
- White Card Back

N.B. For a full format of the dissertation report, refer to appendix 6.

5. PRESENTATION
- Use A4 size paper
- Type double-spaced (you may as well use single spacing for indicated quotes, and references).
- Leave 3 cm on the left hand side to allow for binding and 1cm on the right.
- Leave 3 cm top and bottom of the page.
- Pages should be numbered in a single sequence from the contents page onwards.
- Do not use abbreviations in the text unless they are for organizations, documents etc. which are commonly initialized or referred by acronyms e.g. CNN. All abbreviations must be explained when they first appear and included in the front of the document following the contents page.
- The dissertation submission must be made within the scheduled deadline. Late submission will attract a penalty or a zero mark.

6. REFERENCING

A consistent Harvard System of Referencing should be used and sources appropriately acknowledged. The essence of this system is that whenever you quote from a primary or secondary source you add in brackets, immediately after the quotation, the surname of the author, the year of publication, and the page reference. Candidates should consult their supervisors or other sources (e.g. Microsoft Word, Internet, etc.) on this matter.
7. ASSESSMENT OFFENCES

The academic community recognizes that the principles of honest, truth and mutual respect should be central in the process of acquiring knowledge. Therefore, any work you submit should comply with the principles of academic integrity. Some of the academic offences are:

**Plagiarism**
Plagiarism is the copying or paraphrasing of other people’s work or ideas without full acknowledgement. Plagiarism is theft and may occur when you present someone else’s work, words, images, ideas, opinions or discoveries, whether published or not, as your own. Intentional plagiarism can carry severe penalties, including failing your degree. If you need more information about the types of plagiarism, ways of avoiding it and its penalties, refer to the GIPS Examination Regulations.

**Examples of plagiarism** may include directly copying from written work without saying where this is from; use of internet information or electronic media which belongs to someone else, and presenting it as your own; rephrasing someone else’s work, without referencing them; and handing in something which has been produced by another student or person for assessment.

**Collusion**
This is agreement between two or more people to present the same work to benefit one individual, or plagiarizing another person’s work. It can involve unauthorized collaboration between students, failure to attribute assistance received, or failure to follow regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.

Examples of collusion include:
- Collaborating or agreeing with others to cheat;
- Getting someone else to produce part or all of your work;
- Copying the work of another person (with their permission);
- Paying someone to produce work for you;
- Allowing another student to copy your own work.

Many university assignments require students to work together in teams, as directed by their tutors, and producing group work. This is not collusion. Collusion only happens if you produce joint work to benefit one or more persons and try to deceive another (for example the assessor).

**Cheating**
Cheating is when someone aims to get unfair advantage over others. Examples of cheating include:
- Inventing results (including experiments, research, interviews and observations);
- Handing your own previously graded work back in;
- Behaving in a way that means other students perform poorly;
- Trying to bribe members of staff or examiners.

**Note that your document can only be presented to the supervisor after it has been fully spell-checked and particular attention has been paid to grammatical and punctuation errors.**
8. APPENDICES

Appendix 1: Research Proposal Outline

<table>
<thead>
<tr>
<th>dissertation Proposal –</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name:</td>
</tr>
<tr>
<td>Student Number:</td>
</tr>
<tr>
<td>Title or topic area of proposed study:</td>
</tr>
<tr>
<td>Background to the study</td>
</tr>
<tr>
<td>Research Problem statement and Main question</td>
</tr>
<tr>
<td>Aim of the study (there should only be 1 Aim)</td>
</tr>
<tr>
<td>Objectives of your study</td>
</tr>
<tr>
<td>Research questions</td>
</tr>
<tr>
<td>Rationale for your study</td>
</tr>
<tr>
<td>Include in your rationale how the research will impact on the organisation (Sources must be cited)</td>
</tr>
<tr>
<td>Brief review of relevant literature with a minimum of 6 key publications cited.</td>
</tr>
<tr>
<td>Outline of research methodology, including justification for choices</td>
</tr>
<tr>
<td>Data Collection Methods. Please provide a detailed description of the data collection method(s), study sample, covering selection, number, and if appropriate, inclusion and exclusion criteria.</td>
</tr>
<tr>
<td>Research ethics: Please indicate how you intend to address each of the following in your study (Voluntary participation, consent, confidentiality, withdrawal, Data protection etc.</td>
</tr>
</tbody>
</table>
Project Plan – a Gantt chart showing the major activities you need to undertake to hand your dissertation on time (please use MS Project if possible) A minimum of 15 activities is expected for the plan to reasonably reflect what you need to do to complete your dissertation.

References
GABORONE INSTITUTE OF PROFESSIONAL STUDIES
RESEARCH PROJECT DECLARATION

I, Mr/Ms: ____________________________________________________________

Student Number: __________________________ do hereby declare and solemnly affirm
that this project work titled:
____________________________________________________________________
____________________________________________________________________

is the work solely done by me and no part of this work is copied or plagiarized.

Signature: __________________________ Date: __________________________

This is to certify that the above named Student was under my supervision for the above titled
project and he/she has completed the project work stage by stage.

Name of Supervisor: ______________________________________________________

Signature: __________________________ Date: __________________________

The above named project of the student is hereby passed for assessment since it has met all
the above mentioned requirements.

Name of H.O.D: __________________________________________________________

Signature: __________________________ Date: __________________________
Appendix 3: Project mark allocation guide

The marks outlined below shall be followed strictly to avoid disadvantaging or favouring candidates over others. The bold numbers are section totals:

<table>
<thead>
<tr>
<th>NO.</th>
<th>DETAILS</th>
<th>SECTION MARKS</th>
<th>SECTION TOTALS</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Table of Contents</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Table Well Aligned</td>
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<td>Page Numbering</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Acknowledgements</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Abstract</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Objectives/Hypothesis/Research Questions</td>
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<td>How sufficient was the literature to the research topic?</td>
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<td>Were valid and reliable instruments used to collect data?</td>
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<td>Was Data Collection procedures detailed/outlined?</td>
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Appendix 4: Supervision meeting record sheet

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Research Student’s Full Name:

Student Number:
Degree programme:

Proposed Dissertation Title (As submitted by student):

Agreed Dissertation Title (As agreed with supervisor):

Supervisor’s Name:
Supervisor’s Signature: Date:

This form is to be submitted to your supervisor every time you consult him or her regarding your dissertation. The completed form must be submitted by you with your dissertation.
Appendix 5: Dissertation cover page

Gaborone Institute of Professional Studies

Faculty

Dissertation Topic

Candidate’s Name

Candidate’s Number

Dissertation submitted in partial fulfillment of the requirements for the degree of Bachelor of ………..

Supervised
By
Supervisor’s Name

Month & Year
Appendix 6: Proposed structure of GIPS research dissertation report

The Preliminaries (pages numbered in Roman numerals) to consist of:

1. Plastic Front Cover
2. Title page (Not numbered)
3. Declaration
4. Dedication (optional)
5. Acknowledgement
6. Table of Contents
7. List of Tables (where applicable)
8. List of Figures (where applicable)
9. Abbreviations/Acronyms (where applicable)
10. Abstract

CHAPTER 1: INTRODUCTION

1.1 Background to the study
1.2 Statement of the problem
1.3 Research objectives
1.4 Research questions/Hypotheses
1.5 Assumptions
1.6 Delimitations of the study/Scope
1.7 Limitations
1.8 Significance of the study
1.9 Definition of terms/Operationalization
1.10 Conclusion

CHAPTER 2: LITERATURE REVIEW

2.1 Introduction
2.2 (continue numbering same way)
   - Theoretical or Conceptual Framework Analysis
   - Critical analysis of existing literature on the subject to reveal contributions, weaknesses and gaps
   - Based on themes of the study and should reflect the objectives, Hypotheses, methods & research questions. Prioritize current & authentic information.
   - Key findings from literature review
   - Conclusion

CHAPTER 3: RESEARCH METHODOLOGY

3.1 Introduction
3.2 Research Design & Approaches
3.3 Population and Sampling
3.4 Research methods and tools
3.5 Ethical considerations
3.6 Data collection procedures
3.7 Data quality control (reliability and validity of instruments)
3.8 Data analysis and presentation
3.9 Conclusion
CHAPTER 4: DATA PRESENTATION, ANALYSIS AND DISCUSSION

- Introduction
- Presentation and interpretation of data using relevant headings in relation to objectives
- Exploitation of a variety means of data presentation such as tables, bar charts, pie charts, frequency polygons, pictograms and others.
- Discuss whether findings confirm or de-confirm literature
- Discussion should be clear and focused, supported with facts and statistics on findings; addressing research objectives & questions leading to valid conclusions.
- Conclusion

CHAPTER 5: CONCLUSION AND RECOMMENDATIONS

5.1 Introduction
5.2 Conclusions (from findings) for each objective.
5.3 Recommendations made on conclusion(s) from each objective (utilise findings & literature)
5.4 Conclusion

REFERENCES

- References not Bibliography
- Follow recommended format (Harvard)
- Encourage use of automated format (and Table of contents)

APPENDICES

- These comprise of instruments, figures & tables, maps, introductory letters and some essential raw data, personnel met and research approval letters as well as areas visited questionnaires *inter alia*.
- They must be referred to in text.
- All pages must be numbered continuously