



RESEARCH PROJECT/THESIS GUIDELINES

1.1 Introduction

All Students **must** carry out an independent research project in a topic related to their area of study specialization.

A proposal should be submitted immediately after the completion of coursework and the Research Project/thesis work completed within 6 months thereafter

The Mount Kenya university Research Project/Thesis, demonstrates the student's readiness to join scholars and practitioners in advancing knowledge and practice in the real world
Consequently, students are expected to produce quality research project that:

- Makes contribution to the knowledge in their respective discipline/specialty- i.e. specified management issue in area of specialization.
- Addresses current problems of interests to the management practitioners
- Demonstrate a mastery of a specialization area within the degree program.
- Reflects the integration of practice
- Demonstrates writing skills and publishing ability

The research strategy, scope and academic rigour are expected to be consistent with the highest level of research project/thesis that is expected in the discipline.

1.2 General Regulations

- The Research Project/thesis exercise should take a maximum of six months. After the expiration of this period, the Postgraduate regulations on extensions and deregistration will apply as stipulated in the postgraduate handbook
- The student shall work under the guidance of a research supervisor appointed by the relevant school.
- Once the student has completed the proposal and the same is approved by the supervisor, the proposal shall be submitted to the relevant School and presented in the school postgraduate proposal seminar. Once the school is satisfied that the proposal is ready for defense and will be allowed to fill the **NOTICE OF INTENTION TO PRESENT THE PROPOSAL AT A SEMINAR FORM MKU/PG/F013** 14 days before the date of the seminar
- The student should submit at least 5 copies of the proposal to the Departmental Research Coordinator at least 7 days before the date of the seminar to allow the panelists to review the work.
- The student shall present a proposal at the seminar and if successful they shall fill **RESEARCH PROPOSAL CERTIFICATE OF CORRECTION - MKU/PG/F011** and submit to the School of Post Graduate Studies together with the final copy of Proposal and a

- copy of the oral presentation oral report (MKU/PG/F005) for clearance to proceed for data correction after which the student is issued with a Research Authorization Letter
- The student will then proceed to collect data and complete chapter 4 and 5 of the project/thesis
 - Once the student has completed the project/thesis and the same is approved by the supervisor, the project/thesis shall be submitted to the relevant School and presented in the school seminar of findings. Once the school is satisfied that the project/thesis is ready for examination and/or defense, the student will fill the **NOTICE OF INTENTION TO SUBMIT MASTERS PROJECT FOR EXAMINATION (MKU/PG/F015)** or **NOTICE OF INTENTION TO SUBMIT THESIS FOR EXAMINATION (MKU/PG/F009)**
 - The student should then submit at least 3 copies of the research project or at least 7 copies of Thesis for examination to the Coordinator School of Post Graduate Studies for evaluation by the board of examiners
 - If the student is not successful, the Postgraduate regulations on resubmission will apply as stipulated in the postgraduate handbook
 - In the course of the Research project/Thesis writing, the student is expected to submit **POSTGRADUATE STUDENT PROGRESS FORM MKU/PG/F007** every semester

1.3 Choosing a Topic

- The topic of investigation should be clear, researchable, specific, and objective
- Similar topic between students done on different organizations should be avoided.
- The subject of investigation should be new, original and not a replica of another person's work.
- At the proposal level, the appointed supervisor **MUST** approve the topic of study.
- All the topics must be ratified by the research committee in the relevant school s

1.4 Formatting Guidelines

Font Size-12 in the body text, except the topics and titles, which should be font size 14

Font Type- Times New Roman

Spacing- The project should be 2 lines spacing

Highlighting- Topics and subtopics should be bolded and **NOT** be underlined

Print Quality- Final document should be of laser print quality

Margins- Margins of the report should be 1 inches on the top, bottom and right hand side. The left hand-side margin should be 1.25 inches to allow for binding.

Tables- Larger tables may be typed in smaller font size (10-11) in order to maintain standard margins

Numbers and Percentages-must not begin a sentence.

Tables and Figures - When presenting the table or figure there must be a finding section and an analysis section. Avoid using 'table above, or table below.' Instead indicate as 'Table 4.1 shows that'

Final Binding - Presented as Hard Copy, preferably Xerox Hard Binding. The binding should be ascertained by the Librarian.

Pagination: Bottom of page and centred

1.5 Content Guidelines

1. PRELIMINARY PAGES

TITLE PAGE OUTLINE (not paginated)

The title should be in upper case and Centered and 14 font size

For Example

LABOUR TURNOVER AND ORGANIZATIONAL PERFORMANCE A CASE STUDY OF XYZ BANK IN KENYA

**PAPIUS MURIU
MBA/099/10**

(Students full names and Reg. No. in upper case)

**Research Project/Thesis Submitted in Partial Fulfillment for the Degree in
Master of Business Management of Mount Kenya University**

MAY 2013

DECLARATION - (Roman number- ii) (centre 14 font size)

- a) A signed declaration by the candidate with the following statement
This thesis is my original work and has not been presented for a degree in any other
University or for any other award

Students Name: _____

Sign _____ Date _____

- b) A signed declaration by the University Supervisor and all other Supervisors with the
following statement.
- c) I/We (delete as appropriate) confirm that the work reported in this thesis was carried out by
the candidate under my/our (delete as appropriate) supervision

Name:

Sign _____ Date _____

DEDICATION - (Roman number- iii) (centre 14 font size)

A dedication statement not exceeding 25 words may follow the declaration, beginning on a separate page.

Dedication may be to a person or persons whom they have special attachments. A simple statement such as “to my father..... and my mother” and a reason for the dedication may be given.

ACKNOWLEDGEMENT - (Roman number- iv) (centre 14 font size)

Acknowledgment not exceeding 150 words should follow dedication beginning on a separate page.

An acknowledgement is an extension of appreciation for the contribution of others and assistance given during the entire research process. It recognizes the person to whom the writer is indebted for guidance and assistance during the study.

ABSTRACT-(Roman v) (centre 14 font size)

An abstract of the research project/ thesis not exceeding five hundred (500) words and beginning on a new page. It should be a one paragraph continuous prose, single spaced and on one page only.

The abstract should be one page single paragraphed and should contain

- The purpose and objectives of the study
- Significance of the study
- Methodology used
- Findings
- Recommendations

TABLE OF CONTENTS - (Roman vi) – (centre 14 font size)

LIST OF TABLES - (Roman vii) (centre 14 font size)

LIST OF FIGURES- (Roman viii) (centre 14 font size)

(All tables and figures must have a number and heading and follow APA style)

LIST OF ACRONYMS AND ABBREVIATIONS (Roman ix) (centre 14 font size)

DEFINITION OF KEY TERMS - (Roman x) (centre 14 font size)

Definition of terms must not be the dictionary meanings of the terms. Give the meaning as used in that study

Presentation

Term (Bolded)

Meaning

2. MAIN DOCUMENT (Pagination of 1, 2, 3, 4, etc should begin in Chapter One)

CHAPTER ONE: INTRODUCTION

(Chapter Title - centre 14 font size)

- 1.0 Introduction – Overview of chapter contents
- 1.1 Background of the Study
Give specifics of the problem and not the history of the case. Give citations. Build a case for the study. Let there be authoritative sources/citations.
- 1.2 Problem Statement
Should be a paragraph and should clearly show what the problem is? What the research seeks to solve. Give authoritative sources/citation what has been done and what is missing.
- 1.3 Objectives of Study
 - 1.3.1 General Objective
A statement giving the main purpose/goal of the study. It should clearly outline the variables and the relationship should be clear
 - 1.3.2 Specific Objectives
 - The specific objectives are given in bullets (i) (ii) (iii) or (a) (b) (c)
 - They should be SMART.
 - The variables must be clear and the relationship should be clear.
 - They should be within the scope
 - There should be no objective as to make recommendations – its assumed to exist.
- 1.4 Research Questions/Hypothesis (You can use either but not both)
The research questions are based on the specific objectives.
 - An introductory statement should be there.
 - The number of research questions has to be same number as the objectives.
 - The framing of questions should not attract a yes/No answers.
- 1.5 Significance of the Study
Should explain who benefits from the study and how. This section must be in future tense
- 1.6 Limitations of the Study
Should show the extent to which the results of the study can be generalized. The reasons given must be beyond the researcher’s control. The stereotype limitations are not acceptable and should not be anticipated e.g. time and money are not limitations

- 1.7 Scope of the Study
Should include the concept, content scope, the geographical scope and the time scope.
- 1.8 Organization of the Study
Should include structure of the study chapter by chapter

CHAPTER TWO: REVIEW OF RELATED LITERATURE

(Chapter Title - centre 14 font size)

2.0 Introduction – Overview of chapter contents

2.1 Theoretical Literature

2.2 Empirical Literature

Review of past studies which should be done from a global point down to the local situation (subtopics should be labeled 2..2.1; 2.2.2 etc) should cover the objectives

NB: Acknowledge the sources using APA

2.3 Critical Review and Research Gap identification

Should identify the gap by citing those who have worked on the concept

2.4 Theoretical Framework

A theoretical framework consists of concepts, together with their definitions, and existing theory/theories that are used for your particular study. The theoretical framework must demonstrate an understanding of theories and concepts that are relevant to the topic of your research paper and that will relate it to the broader fields of knowledge in the class you are taking.

The selection of a theory should depend on its appropriateness, ease of application, and explanatory power.

2.5 Conceptual framework

The conceptual framework is deeper and the models created must be shown. Theories/principles/concepts must have those who postulated them and when and where the researcher has gotten them from. Explain how the variables of the study relate to each other. The sketches must have numbers, title, source and the application of the model to the study.

2.6 Summary

Highlight of the key issues raised, facts- Reviewed issues that have been raised

CHAPTER THREE: RESEARCH METHODOLOGY

(Chapter Title - centre 14 font size)

- 3.0 Introduction – Overview of chapter contents
- 3.1 Research Design
 - Mention the study design/explain and justify why for example a case/survey is used
- 3.2 Target Population
 - Explain the total population from an authoritative source
 - Who are the respondents in the study?
- 3.3 Sample Design
 - 3.3.1 Sample Size
 - Includes the sample size and how it was determined considering the target population
 - 3.3.2 Sampling Technique
 - Include the sampling procedure
 - Adequate information should be given in explaining the procedures
- 3.4 Data Collection Methods
 - 3.4.1 Data Collection Instruments
 - Present and Justify the use of data collection instruments
 - Why they were used
 - They must be attached at the appendices
 - 3.4.2 Administration of Data Collection Instruments
 - Present the instrument administration methods Administration – how were the questionnaires given out - and justify why they were used
 - 3.4.3 Reliability and validity
 - Reliability and validity must be checked
 - Types of questions and why
 - Reliability and Validity
 - What was the done where, number of respondents and the findings
- 3.5 Data analysis Procedure
 - Explain how it was done – for each objective
 - Why which methods
- 3.6 Ethical Consideration

END OF PROPOSAL

Include

REFERENCES

APPENDICES

Questionnaire

Budget

Timeframe

CHAPTER FOUR: RESEARCH FINDINGS AND DISCUSSION

(Chapter Title - centre 14 font size)

- 4.0 Introduction – overview of chapter contents
 - 4.1 Demographic Characteristics of Respondents
Data analysis begins with the general information age, gender etc
 - 4.2 Presentation of Findings
Each objective should be addressed by the
 - 4.2.1 Objective 1
 - 4.2.2 Objective 2
- Check to ensure all the objectives are addressed

Tables should have table numbers and headings. Introduce the table, draw the table and discuss it and the interpretation must be included

The information discussed must be what is presented in the table

The table must be mentioned

The table must be correct

CHAPTER FIVE: SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

(Chapter Title - centre 14 font size)

- 5.0 Introduction - overview of chapter contents
- 5.1 Summary of Findings
Begin with general information
 - 5.1.1 Objective one }
 - 5.1.2 Objective two, etc } statistics must be used
- 5.2 Conclusions
Answer to research questions in paragraphs and should be specifics
- 5.3 Recommendations
Should be in line with the study area and the conclusions.
- 5.4 Suggestions for further study- should be in line or advised by the study processes.

REFERENCES

Use Reference - acknowledgement of works referred to or citations.
American Psychological association reference style should be used.

APPENDICES

Authorization Letter(s)
Blank Questionnaire
Maps
Etc.