

APPENDIX I: FORMAT OF RESEARCH PROPOSAL

MULUNGUSHI UNIVERSITY

**ASSESSING FACTORS INFLUENCING HIGH PREVALENCE RATES
OF MALARIA IN CHIENGE DISTRICT OF LUAPULA PROVINCE,
ZAMBIA**

[The title should be concise and clear. The reader should be able to predict fairly accurately what the study will be about. It should not exceed 18 words]

By

Peter Mulenga Sitali

[Use of initials for names is not permitted]

**A Research proposal submitted for the Degree of Master of Business
Administration in the School of Business of Mulungushi University**

March 2016

Declaration

(a) Student

I Peter Mulenga Sitali do declare that this proposal is my original work and has not and will not be submitted for a degree award or similar qualification in any other university or institution of higher learning.

Signature.....Date.....

Computer/Registration Number..... NRC/Passport No.....

(b) Supervisor(s)

This proposal has been submitted for review with my/our approval as supervisors appointed by the Director of Research and Postgraduate Studies as recommended by the School of of Mulungushi University.

Supervisor 1

SignatureDate.....

Name.....

Department/School.....

Supervisor 2

SignatureDate.....

Name.....

Department/School.....

Table of Contents

This section shows the Chapters, headings, subheadings and sections of the proposal with their corresponding page numbers. In the proposal only three chapters are recommended; *Introduction*, *Literature Review*, and *Methodology*. References/Literature Cited and Appendices are also included.

Abbreviations and Acronyms

This is optional and can only be included if there is a significant use of abbreviations and acronyms in the text.

Abstract

The abstract succinctly summarizes the proposal. It highlights the aim(s) of the study, study design, place and duration of the study, research problem, objectives of the study, methods and data analysis. The abstract should not exceed 300 words. No abbreviations and acronyms are allowed except for common ones such as HIV AIDS, DNA, GPS and others.

1.INTRODUCTION

This chapter defines the problem area and usually contains the following; Background of the study (provides background information and a setting to the problem of the proposed research), Statement of the problem (delineation or identification of the problem), Purpose/Aims of the study, Objectives (provides specific objectives of the study), Research question(s), Hypothesis(es) (hypotheses and research questions summarize the researcher's expected findings in the proposed research and presenting a clear rationale for each hypothesis or research question. For every hypothesis variables to be measured/tested should be clearly tested), Significance of the study (elaborates the importance of the study and benefits to be derived), Limitations of the study, Assumptions of the study (optional), and Conceptual/Theoretical Framework.

The above description provides a broad framework and each School is expected to provide guidance on the relevant details that should be included in the introductory part of the proposal.

2.0 LITERATURE REVIEW

This chapter focuses attention on the relevant literature on the research problem and findings by other researchers. Students are expected to consult journals, textbooks and reports, but emphasis should be placed on recent journal publications.

3.0 RESEARCH METHODOLOGY

This section gives details on the materials and methods proposed to be used when conducting research. It contains the following sections; Research design/and sampling procedures (mention the design of the study here), Location of the study (the location(s) where the proposed research will be carried out should be given in this section), Target population, Sample selection, Research instruments (if particular instruments are to be used, their details and specifications should be presented here), Data collection techniques, and Data analysis. If the data are to be collected through sampling then the research design and data collection techniques and sampling procedures should provide details of how it will be done. If questionnaires will be used, then samples of the proposed questionnaire should be put in the Appendix section. If standard methods are to be used, then full reference to them should be provided. If new methods have been developed, the researcher should provide adequate descriptions of such methods. The Directorate of Research and Postgraduate Studies shall constitute a committee of experts from within or from outside the University to verify such new innovation.

REFERENCES /LITERATURE CITED

Researchers rely heavily on information presented in papers written by others. Introduction, Literature review, Methodology and Discussion sections contain citations of other publications.

Students are encouraged to use mostly technical journals and text books as reference works. Due to new discoveries, it is important or preferable to use the most recent journal publications.

All references should appear at the end of the proposal listing all the references cited in the text and arranged in alphabetical order beginning with the author's surname then initials and year of publication. The title of the work then follows; name of journal, volume and page numbers (in case of journals) or publisher and name of town/city for text books. Only published or accepted manuscripts should be included in the reference list.

Citing in text

References in the proposal may be cited based on the Harvard system by author and year as follows:

- i. The Harvard System of citation by author and year is more common in technical writing and may be cited as follows: "Mulenga (2010) stated that the Mulungushi University campus experiences occasional flooding, or Mulungushi University Campus experiences occasional flooding (Mulenga, 2010).
- ii. If there are two authors of the reference then they are referred to as "Mulenga and Mwale (2010). If there are more than two then it will be Mulenga *et al.*, (2010). When listed under the References section all the names should be written down/listed. The listing of all names should be in alphabetical order. If one author has written more than one paper in one year, they should be written in order in which they were published starting with the earliest one and given letters "a" "b" and so on.

Citing Text Books

Citing of text books will be done as follows: Smith, R.L. (1980). Ecology and field biology. Harper and Row, New York or Smith, R.L. 1980. Ecology and field biology. Harper and Row, New York. What is important is to be consistent with what you choose to use. [Rule: Author (s) followed by year of publication, the title of the book, the name and location/city of the publisher, in some cases page number]. In some citation the year is put in brackets and so forth, but as already stated, what is important is to be consistent.

Citing Journals

Citing of a Journal will be done as follows:

Greenwald, G.S. 1956. The population status of hippo, *Hippopotamus amphibius* in the Luangwa River, Zambia. *Journal of African Ecology*. 51: 11-26. Students should therefore seek guidance school regarding the fine details of citing including punctuation. Generally, use of the Harvard System requires; Author(s) surname with initial(s), followed by year of publication, the title, and the name of the journal, volume, and page numbers]. In Journal citations it has been customary to use standard abbreviations for the name of the Journal, but it is an increasing practice to spell out the entire name of the Journal, especially if the audience is a general one that might not recognize the abbreviation.

Articles submitted for publication, unpublished findings and personal communications should not be included in the reference list but may be mentioned in the text (e.g., T Nyambe, Mulungushi University, Zambia, Unpublished results or personal communication). Avoid citing a “personal communication” unless it provides essential information not available from a public source, in which case the name of the person and date of communication should be cited in parentheses in the text. For scientific articles, obtain written permission and confirmation of accuracy from the source of a personal communication. Unpublished results which have been accepted for publication in any journal should be cited as "in press".

Departments or Schools may vary in the way they would like the literature cited to be presented but there should always be consistency in each Department/School and students are advised to consult their supervisors on this aspect.

APPENDIX II: PRELIMINARY PAGES OF THE THESIS/DISSERTATION

[Cover page]

FACTORS INFLUENCING HIGH PREVALENCE RATES OF MALARIA IN CHIENGE
DISTRICT OF LUAPULA PROVINCE, ZAMBIA

Mulenga Sitali

2016

[Left margin 4cm, right margin 2.5cm, bottom margin 2.5cm, top margin 2.5cm]

[Title Page]

FACTORS INFLUENCING HIGH PREVALENCE RATES OF MALARIA IN CHIENGE
DISTRICT OF LUAPULA PROVINCE, ZAMBIA

By

Mulenga Sitali
ID No:

A Thesis/Dissertation Submitted in (Partial) Fulfillment of the Requirements for the Degree of
Master of Science (Terrestrial Ecology) of Mulungushi University

Mulungushi University

October 2017

CERTIFICATION [Submission for Degree Award]

The undersigned hereby certify that they (he/she) have read and recommend the Thesis/Dissertation to be accepted by Mulungushi University in (partial) fulfillment of the requirements for the award of the degree of Mulungushi University.

Prof./Dr.:.....
(Supervisor 1)

Date:.....

Prof./Dr./.:.....
(Supervisor 2)

Date:.....

DECLARATION AND COPYRIGHT

I Mulenga Peter Sitali NRC /Passportdeclare that although I may have conferred with others in preparing this thesis/dissertation and drawn upon a range of sources cited in it, it is exclusively my own original work and has not and will not be presented to any other university for a similar or any other degree award.

DISCLAIMER

This thesis/dissertation describes the work carried out as a (part of) programme of study at Mulungushi University. Therefore, all views and opinions expressed herein remain the exclusive responsibility of the author and not necessarily those of Mulungushi University.

APPENDIX III: STUDENT ACADEMIC PROGRESS REPORT

MULUNGUSHI UNIVERSITY

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

TO BE COMPLETED BY STUDENT

Reporting period
Name of Candidate.....
Registration/Computer No.....
School/Centre.....
Programme.....
Course Work and Dissertation/Research and Thesis [cancel what is irrelevant]
Date when registered for the programme.....
Proposed Date of completion.....

TO BE COMPLETED BY SUPERVISOR

Name of Supervisor (Prof./Dr./Mr.).....
Date of appointment as supervisor.....
If you are a relief Supervisor, did the previous supervisor give you any report? (i) Yes
(ii) (No)
How often does the student consult (weekly, monthly, quarterly).....
How many times has the candidate consulted since your appointment?.....
If the student has not been consulting, what could be the reasons?.....
.....

Progress made so far by the candidate for the first year for Course Work phase

Courses Taken	Final Examination	
	Pass (Show grade)	Fail

Progress made on Dissertation/Research and Thesis

Parameter	Extent of work done so far				
	Not done anything yet	About 25 % work done	About 50% work done	About 75% work done	Completed (100%)
Literature review and consultations					
Research design					
Organizing materials and support facilities for research					
Data collection					
Data analysis					
Writing					

dissertation/Thesis					
Submission of Dissertation/Thesis					
Other					

Based on the table immediately above, has the candidate made adequate progress? (i) Yes
(ii) No

If the answer is No above, should the candidate apply for extension and for how long?

.....
Other comments on the candidates performance.....

.....
.....

Signature (Supervisor).....

Date:.....

HEAD OF DEPARTMENT

Comments of the Head of Department on the candidates performance as stated by the supervisor.....

.....
.....

Name.....Signature.....Date...

.....

DEAN/DIRECTOR

Overall comment and recommendation for further action by the Directorate of Research and postgraduate studies.....

.....
.....

Name.....Signature.....

Date.....

DIRECTOR RESEARCH AND POSTGRADUATE STUDIES

The candidate has paid/has not paid all the fees for extension of programme.....

.....

Other remarks/comments/recommendations for further action.....

.....
.....

.....

Name.....Signature.....

Date.....

APPENDIX IV: NOTICE OF INTENTION TO SUBMIT THESIS/DISSERTATION FOR EXAMINATION

MULUNGUSHI UNIVERSITY

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Name of candidate as in NRC/Passport.....
Registration/ID. No.....
Department.....
School/Centre.....
Programme.....
Nature of the programme; [Full Time/Distance] [Course work and Dissertation/Research and Thesis] [Tick or Strike out as necessary]
Title of Dissertation/Thesis (As was approved).....
.....
.....
.....
Name(s) of supervisor(s); (i).....
(ii).....
Students' declaration 'I hereby declare that I have dully completed my dissertation/thesis as required by the university and now intend to submit withinmonths from today.

Supervisor(s)

I/we singularly/collectively confirm that the student is in the process completing the draft dissertation thesis and it my/our personal judgment that he/she should be in a position to submit within.....months from the day shown by the candidate.

(i) Supervisor:

Name Signature:..... Date :

(ii)Co - Supervisor:

Name:.....Signature..... Date:.....

NB: The signed Letter should be delivered to the
Director,
Directorate of Research and Postgraduate Studies
Mulungushi university
P.O Box 80415
Kabwe

APPENDIX V: EXAMINERS GUIDELINES FOR MARKING DISSERTATION/THESIS

MULUNGUSHI UNIVERSITY DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Name of Student: Surname.....Initial.....

Student ID. No:

Programme:.....

Title of Dissertation/Thesis:

.....
.....

	THESIS		DISSERTATION		MINI- DISSERTATION
--	--------	--	--------------	--	-----------------------

1.	Title: Research-worthiness of the theme	1	2	3	4
	Has the research area/s been demarcated meaningfully and appropriately?				
Comments:					

2.	Problem statement and aims/objectives	1	2	3	4
	Has the problem statement been formulated clearly?				
	Have the aims been stated clearly and adequately and are they feasible?				
Comments:					

3.	Literature review/handling of source material	1	2	3	4
	Does the work adequately reflect that the candidate has an acceptable level of knowledge of the relevant and suitably recent literature in the field?				
	Is the mentioned knowledge applied and integrated into the study suitably – argumentative, critical, and integrated ?				
Comments:					

4.	Hypotheses/central theoretical assumptions	1	2	3	4
	If hypotheses or central theoretical statements have been formulated , has this been done in a manner that is clear and verifiable ?				
Comments:					

5.	Research methods/techniques; choice and application	1	2	3	4
	Are the research methods/techniques appropriate?				
	Does the candidate handle them appropriately ?				

Comments:

6. Findings: Logical structure/line of argumentation	1	2	3	4
Is the work systematic, logical, well-structured, balanced and clear regarding the total setup of the study?				
Are the arguments deployed and sustained clearly from the problem statement through to the conclusions ?				
Are the chapters logical steps in the line of argumentation ?				
Comments:				

7. Discussion and conclusion: Problem-solving/achievement of aims	1	2	3	4
Does the candidate come to an acceptable solution of the problem stated at the outset ?				
Have the aims been achieved satisfactorily?				
Are the deductions, conclusions and generalizations logically justified ?				
Are the candidate's findings important and of interest?				
Comments:				

8. Documentation/language usage/technical finish	1	2	3	4
Has the work been documented acceptably [use of references, tables, figures, footnotes, illustrations, list of references]?				
Is the work on par with reference to language usage ?				
Is the stylistic and technical finish in order [title page, table of contents, appendices, summary and bibliography, quality of typography and binding]?				
Comments:				

9. Original contribution of the work [especially in the case of a thesis]	1	2	3	4
Is the contribution important, of interest, relevant?				
Comments:				

10. Publishability of [sections of] the work	1	2	3	4
Can the work (or sections thereof) be published ?				
Comments:				

Overall comments:

The mark awarded to the dissertation/mini-dissertation does not need to be an arithmetical average of the evaluation of the different sub-sections

Concluding recommendation: indicate your option (only one option) by way of “X” in block below the descriptions]:

- a) The degree be awarded to the candidate unconditionally;
- b) The degree be awarded subject to typographical corrections and other minor revisions shall be resubmitted within 3 months;
- c) The degree be awarded subject to making substantial corrections and revisions recommended shall be resubmitted in not less than 3 months but within 6 months;
- d) The degree should not to be awarded under the current status, but the candidate may be allowed to revise and resubmit the dissertation/thesis for re-examination after a further period of study and/or research;
- e) The degree should not be awarded, but the candidate be permitted to re-submit the work in a revised form for an appropriate lower degree e.g Master’s degree, postgraduate diploma award, or
- f) The thesis is rejected.

1.	Accept with no adjustments	
2.	Accept, but request smaller adjustments	
3.	Accept, but request major adjustments	
4.	Not accepted but refer back for revision and re-submission	
5.	Not accepted but candidate permitted to re-submit the work in a revised form to appropriate lower degree/diploma	
6.	Reject the dissertation/thesis	

.....
SIGNATURE OF EXAMINER

.....
DATE

This form is supposed to be submitted to the Director Research and Postgraduate Studies to be forwarded to the School and Department and the candidate

APPENDIX VI: VIVA VOCE EXAMINATION RESULTS

MULUNGUSHI UNIVERSITY

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Master/PhD

Name of candidate.....
School and Department.....
.....
Programme.....
Nature of programme [Full Time/Distance] [Course work and dissertation/Research and Thesis]
[Tick or strike out as necessary]
Registration/Computer No.....
Date of viva voce.....

The Candidate Passes

- 1.1 The candidate PASSES with no corrections in the Dissertation/Thesis needed.
- 1.2 Candidate PASSES subject to making minor corrections and revisions in dissertation/thesis as provided in the viva voce proceedings within three months.
- 1.3 Candidate PASSES subject to making substantial corrections and revisions as provided in the viva voce proceedings within six months and at least two *viva voce* panelists should certify that the corrections have been made accordingly.

The Candidate fails

- 2.1 The candidate should be given another opportunity to resubmit and defend the dissertation/thesis after addressing all weaknesses provided in the viva voce proceedings within nine months.
- 2.2 The candidate fails outright as detailed in the proceedings of the viva voce.
- 2.3 The dissertation/thesis is downgraded to a Masters degree if necessary.

This form is supposed to be submitted to the Director Research and Postgraduate Studies, with copies to the School and Department.

Minor changes in the dissertation/thesis imply editorial corrections, slight re-organization of sections and other modifications of tables, paragraphs, punctuations, or sentencing.

No.	Name of Panel Member	Designation	Number of preference	Signature
1		Chairperson		
2		External examiner or Representative		
3		Internal examiner		
4		Second internal examiner		
5		Head of Department or Representative		
6		Dean/Director or Representative		
7		Director Research and		

		Postgraduate Studies or Representative		
8		Nominee of Dean/Director		

In case of lack of consensus or disagreement each panel member will be required to show his/her number of preference in the fourth column for example 1.2 for Pass outright pass, 2.2 outright fail etc.

APPENDIX VII: APPLICATION FOR EXTENSION OF STUDIES

MULUNGUSHI UNIVERSITY

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Name of candidate.....

Registration/Computer No.....

School and Department.....

Programme.....

Nature of programme, Course work and dissertation/Research and Thesis

.....

Date of registration.....

Formal completion date.....

Extension request; (i) First request

(ii) Second request

(iii) Third request

Proof of payment of extension fee.....

Reasons for extension.....

.....

.....

.....

Duration of extension, from.....to.....

Supervisor's comments regarding request for extension.....

.....

Name.....Signature.....

Date.....

Comments by Head of Department on recommendations made by the supervisor.....

.....
.....
Name.....Signature.....

Date.....

Comments by Dean/Director

.....
.....
Name.....Signature.....

Date.....

Director Research and Postgraduate Studies

.....
.....
.....
.....
Approved/Not approved [Strike out as applicable]

Name.....Signature.....

Date.....