

**EASTERN AFRICA STATISTICAL TRAINING CENTRE**



**GUIDELINES FOR PREPARATION AND SUBMISSION OF RESEARCH PROPOSALS  
AND DISSERTATIONS/ THESES**

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## Foreword

Research Project Proposals / Dissertations or Theses writing and submission of reports are prerequisite part of the undergraduate and postgraduate degree programmes of Eastern Africa Statistical Training Centre (EASTC), respectively. The research project is designed to strengthen students' ability to accomplish the first programme objective which aims to ensure that undergraduate and graduates are able to plan and carry out different projects/researches. It puts into practice what was learnt in Research Methodology Modules.

These guidelines are prepared to enable students to prepare, organize and submit their Research Project Proposals, Dissertations/Theses and Reports to EASTC before they are conferred with the EASTC degree. Therefore, candidates must follow these guidelines when preparing their Research Project Proposals, Dissertations/ Theses and Reports. Students whose work will not abide by these guidelines will not be accepted.

# **GUIDELINES FOR PREPARATION AND SUBMISSION OF RESEARCH PROJECT PROPOSALS, DISSERTATIONS/ THESES AND REPORTS**

## **1. Introduction**

- 1.1. In pursuit of the Eastern Africa Statistical Training Centre (EASTC) Examination Regulations (Section 15.5 of EASTC Examination Regulations 2012 as revised in 2014) students undertaking Bachelor, Masters and PhD Degree programmes are required to conduct research and submit a dissertation/thesis in partial fulfillment of the degree requirements. These guidelines are meant to explain to all stakeholders the process that will be followed in supervision, preparation, submission and assessment of dissertations/theses.
- 1.2. Assessment of the Dissertation/Thesis shall be in three stages namely Proposal, Report and Viva Voce.
- 1.3. All Master's Dissertation/thesis shall be of high quality capable of producing publication in EASTC Working paper series or any other peer reviewed journal.

## **2. SUPERVISION OF STUDENTS DISSERTATIONS/THESES**

### **2.1. Introduction**

- 2.1.1. The supervisor plays a critical role in encouraging, guiding and inspiring the research student. As such the supervisor has to clearly understand his/her role to effectively and properly dispense his/her duties and responsibilities in guiding the student during the research process.
- 2.1.2. The supervisor must have relevant experience, supervisory skills including the "soft skills" to be effective. In addition, the postgraduate student must endeavour to produce high quality research results. This entails being committed to the research, working hard, taking the supervisor's advice seriously and adhering to rules and regulations governing research.

## **2.2. Assigning Supervisor(s)**

- 2.2.1. Each student shall indicate his/her research topic in a “Statement of Intended Research Topic Form (i.e. EASTC/MDT/F.1) during the first two weeks of the first semester in third year for Bachelor degree and third semester for master degree student and PhD.
- 2.2.2. After submission of research topics by students the heads of relevant departments are required to appoint supervisor(s) for each candidate from within EASTC or from outside EASTC. Where a supervisor is appointed from outside EASTC, the Head of Department shall also appoint a second supervisor from the EASTC.
- 2.2.3. The Head of Department shall carefully consider the supervisor’s area of expertise, his/her qualifications and supervision experience before appointment. The Head of Department shall issue appointment reports to the DR - ARC.
- 2.2.4. If the candidate's sole supervisor is away from the EASTC for more than two consecutive months, the Head of Department shall appoint a temporary supervisor.

## **2.3. Training to Supervisors**

The Centre shall endeavor to provide training in supervisory skills including the “soft skills” (effective communication, relationship management, time management, life skills and conflict resolution), research philosophy and management, and EASTC Examination Regulations and Guidelines on Bachelor and Postgraduate Dissertations/Theses.

## **2.4. Ethics and Code of Practice**

Students and supervisors must be aware of research ethics and practices in conducting and supervising research (e.g. consent of respondents, Research clearance etc.).

## **2.5. General Duties and Responsibilities of a Supervisor**

- 2.5.1. The Supervisor shall ensure that:
  - (a) A student maintains satisfactory progress in conducting dissertation/thesis;

- (b) The student receives adequate advice and encouragement on the dissertation/thesis research project;
- (c) The work being done on the dissertation/ thesis is reviewed critically and on a continuous basis.
- (d) A record of the meetings and advice given on dissertation/thesis is summarized and included in the subsequent progress reports to the respective department. Such reports shall be filled in the “Dissertation/Thesis Progress Report Form” (i.e. EASTC/MDT/F.3) by the supervisor(s) on a monthly basis and submitted to the respective department.
- (e) The dissertation/thesis work plan as prepared by the student is agreed and approved.
- (f) A student is guided to formulate an appropriate research proposal. The research proposal must be approved by the relevant supervisor and Departmental Dissertation/Thesis Assessment Panel (DDTAP) hereafter before the student formally begins research activities.
- (g) Regular consultations with the student are maintained in order to discuss the research work progress. Frequent consultations help to make the supervisor aware of new problems in the student’s research since the last report, and to suggest remedial measures, before it is too late.
- (h) A student submits a dissertation/thesis of a standard that is acceptable for the intended degree.
- (i) He/she advises and guides the student, and not to write the dissertation/thesis for the student such that the work becomes a reflection of the supervisor. The student is fully responsible for the work and its fate.
- (j) A student is guided in revising the dissertation/thesis, in the event that such revisions are recommended by the examiners.
- (k) He/she provides timely feedback to the work submitted by the student within one to two weeks of receiving it.
- (l) He/she informs the Head of Department, in writing, if he/she will be away for more than a month and therefore be unable to supervise student accordingly.

2.5.2. EASTC expects a positive attitude and relationship between the supervisor and the student to be demonstrated in order to:

- (a) Ascertain that the student successfully and timely completes the research work;
- (b) Identify problems, or inadequate work, early enough to avoid unnecessary frustrations to the candidate.

## **2.6. Students' Responsibilities**

The responsibilities of the student with respect to dissertation/thesis shall be:

- (a) To develop an acceptable research proposal for the dissertation/thesis work
- (b) To maintain regular contact with the supervisor(s);
- (c) To prepare work plan for conducting dissertation/thesis and submitting it to the supervisor for approval;
- (d) To maintain progress in accordance with the agreed work plan;
- (e) To attend specific taught courses and any other training sessions identified by the supervisor(s);
- (f) To present the research proposal to the DDTAP;
  
- (g) To prepare and submit monthly reports on progress of the research to the supervisor and keep the records of the proceedings during all meetings with supervisor,
- (h) To make himself / herself aware of, and abide with, the Examination Regulations and the requirements of these guidelines;
- (i) To avoid plagiarism;
- (j) To propose and decide, after consultation with the supervisor, when to submit the dissertation/thesis;
- (k) To exercise the highest level of maturity, honesty and integrity in all curricular and extra-curricular activities;
- (l) To submit all forms and copies of dissertation/thesis to the department as required by these guidelines.

## **2.7. Conflict Resolution during Supervision**

2.7.1. In the course of the student's research, a situation may develop where one or more of the following may happen:

- (i). A breakdown in communication between the student and the supervisor;
- (ii). Personal clashes and conflicts between the student and the supervisor;
- (iii). A hostile relationship between the student and the supervisor;
- (iv). Refusal by the student to follow the supervisor's advice
- (v). The competence of supervisor is not reflecting the student's research.

2.7.2. When any of the above situations occurs, the supervisor and/or the student shall report the problem, in writing, to the respective Head of the Department, with a copy to the DR - ARC.

2.7.3. The Head of Department shall study the nature of the problem and recommend to the DR - ARC, one of the following actions:

- (i). The student be warned, in writing, about his/her weaknesses or conduct (if it is established that s/he is the cause of the problem);
- (ii). The student be transferred to another supervisor (where possible and necessary);
- (iii). The supervisor shall be informed about his/her weaknesses (if it is established that the supervisor is the source of the problem). Depending on the severity of the problem, the supervisor may continue to guide the student, or alternative (ii) above may be followed.
- (iv). An advisory panel be established by the Head of Department to guide the student, if there is no any other person in the Department who has the expertise to supervise the student; and
- (v). Any other reasonable action, including instituting disciplinary proceedings against the student and/or supervisor.



## **2.8. Supervision Load and Remuneration**

- 2.8.1. The number of students a supervisor can be responsible for depends on other duties in EASTC, including the teaching load.
- 2.8.2. To ensure that candidates are adequately supervised, the maximum number of students a single staff member supervises in a year shall not exceed seven.
- 2.8.3. Every qualified academic staff (with at least a Masters and proven research experience) shall have the opportunity to supervise students.
- 2.8.4. The Head of department shall monitor the number of students for each supervisor as per section 2.8.2.
- 2.8.5. As an incentive and token appreciation for the supervisor's work, EASTC shall do the following:
  - (a) Pay a supervision allowance to supervisors as prescribed in EASTC Incentive Scheme or any other applicable official document. In this case a supervisor will be required to fill the “Supervision Allowance Claim Form (i.e. EASTC/MDT/F.5; and
  - (b) Give the supervisor a copy of the candidate's dissertation/thesis as his/her permanent record of the work he/she has supervised.
- 2.8.6. There shall be no link between the payment of the supervision allowance and the candidate's fate (i.e. the supervisor shall be paid the allowance even when the candidate fails).

## **3. PREPARATION AND SUBMISSION OF RESEARCH PROPOSAL**

**3.1. Introduction:** Candidates must follow the specifications laid out in these guidelines when preparing their research project proposal for Dissertation/Thesis. A candidate who will NOT follow these specifications, his/her dissertation/thesis WILL NOT be accepted. Any questions or clarification on any aspect of these arrangements and requirements shall be directed to the respective Head of Department.

## **3.2. Components of a Research Proposal**

3.2.1. **Title:** The title should accurately reflect the scope and content of the study. In addition, it should be concise, simple and catchy in not more than 20 words for research project, dissertation/thesis. The title should be informative/descriptive yet discrete and contain the key words of the proposal. Do not use terms like "Research into...", "A Study of..." etc.

### **3.2.2. Introduction**

#### **3.2.2.1. Background**

This section provides background information and a setting of the intended research problem. The section should show comprehensive literature review related to the problem: to show what other people have published on the problem (citing specific authors where appropriate), what gaps of knowledge still exist, and what additional research needs to be done. It requires evidence and conditions of the existing situations highlighting the gap(s) to make the reader feel the urgency of the problem as well as the need to study it in order to solve the problem or contribute to its solution.

#### **3.2.2.2. Statement of the Problem**

- (i). Presents the reason behind the proposal i.e. what will change when this research is done, or what would happen if the research is not done.
- (ii). Refers to what has been detected and needs a solution in the practical or theoretical world.
- (iii). Should clearly state the nature of the problem and its known or estimated magnitude / extent.
- (iv). Link the problem to the national development priorities (e.g. Five Year Development Plan), the regional (e.g. Regional Indicative Strategic Development Plan) and the Global Development Agenda (e.g. Sustainable Development Goals)

(v). Should be concise and brief (not more than one page)

3.2.2.3. **General Objective:** It refers to the general intention of the research, and should spell out what the research is supposed to accomplish in relation to the title.

3.2.2.4. **Specific Objectives:** These are specific aims arising directly from the general objective of the study. For each specific objective there must be a method(s) to achieve it. The number of specific objectives should not exceed four.

3.2.2.5. **Hypotheses / Research Questions:** Hypotheses are investigative assumptions which guide the study, and they should be testable. Usually are stated as null or alternative hypothesis. In case research questions are used, they should be investigative questions addressing the specific objectives.

3.2.2.6. **Significance of the study:** This refers to the relevance of study in terms of academic contributions and practical use that might be made from the findings. It should reflect on the importance of the study and advantages to be derived based on the knowledge creation, technological or socio-economic value to the community.

3.2.2.7. **Scope of the study (*where applicable*):** The scope provides for the boundary of the research in terms of depth of investigation, content, geographical coverage, time frame, and theoretical coverage.

### 3.2.3. **Literature Review**

- (i). This section deals with the analysis of existing literature on the subject with the objective of revealing contributions, weaknesses and gaps
- (ii). The Literature Review should be according to the themes of the study and should reflect the objectives, hypotheses, methods and research questions based on empirical and theoretical literature review.
- (iii). Citation should be in accordance with approved format(*See Appendix II*)

(iv). Preferably, citations should not be older than ten years from the year of publication.

3.2.3.1. **Theoretical / Conceptual Framework:** Theoretical framework is an examination of existing or self-formulated theories in relation to the research objectives. In case a conceptual framework is used, a researcher will demonstrate a scheme of concepts (variables) which will operationalize the study in order to achieve the stated objectives. Frameworks are normally presented graphically /diagrammatically, and should be well explained.

3.2.4. **Methodology:** This is a detailed description of selected methods and should be presented in unambiguous terms. This section comprises of the following concepts:

3.2.4.1. **Study area:** Description and justification of the geographical area or the location(s) where the proposed research will be carried out should also be given in this section.

3.2.4.2. **Research design:** This section describes the nature and pattern the research intends to follow e.g. whether it is historical, descriptive survey, experimental or quasi experimental or cross sectional etc.

- i. Research approaches - Qualitative/quantitative/ mixed approaches.
- ii. Targeted population –A researcher should describe the population from which samples will be selected.
- iii. Sampling strategies - A researcher will explain procedures for selecting representative elements / subjects from the population if data are to be collected through sampling.
- iv. Data collection methods/data sources – A researcher will explain instruments and procedures to obtain data.
- v. Data quality control –A researcher will explain how data quality has been ensured.
- vi. Measurements – A researcher will explain units and/or scales of the variables to be studied.

3.2.4.3. **Data analysis:** This section explains techniques for analyzing data.

3.2.5. **Ethical Consideration:** Ethics of the research here refers to the morals of the investigation or intervention as regards the minimal abuse, disregard, safety, social and psychological well being of the person, community and /or animals i.e. how the principles of consent, beneficence and justice are handled in the study. Include a statement of where ethical clearance has been or will be obtained.

3.2.6. **Limitations / Anticipated Problems (Optional):** This refers to anticipated constraints imposed by methods/location/situation of research. Potential sources of bias in the proposed study are presented here. Show how the limitations/bias will be addressed. However, these must not be seen to prevent the study from being carried out, otherwise it will not start. The limitations are major considerations before embarking on a study to ascertain the feasibility of accomplishment.

### 3.2.7. **Budget and Work Plan**

3.2.7.1. **Budget:** This is the financial plan for implementation of the research. It should be clear, realistic and reasonable (affordable). It should be itemized according to the following:

- (i). Equipment
- (ii). Stationery
- (iii). Materials e.g. nails, wood, chemicals etc.
- (iv). Travel
- (v). Subsistence
- (vi). Research Assistance
- (vii). Services (*Secretarial, Photocopying, Printing, Binding*)
- (viii). Dissemination (*Publishing, Conferences etc*)
- (ix). Others (*Specify*)

3.2.7.2. **Time Framework/Work Plan:** This is the schedule / time-table of activities covering the period over which the research is to be implemented

with due regard to budgetary consideration as well. It could be presented in tabular form or in a Gantt chart. It is a valuable guide for evaluation of a research progress.

3.2.8. **References:** This is a list of all works cited in the proposal and should be written according to the approved format. The approved format is APA Sixth Edition (Appendix II).

3.2.9. **Appendices:** Comprises of the budget, work plan/time framework, explanatory notes and instruments.

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

Candidates

Comments by Supervisor: .....

.....

.....

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

Supervisor

### **3.3. Types and Formats of Research Proposals**

#### **3.3.1. Typescript and Layout**

- i. The research proposal shall be written in English Language;
- ii. Candidates shall use gender neutral language in writing their research proposal unless the nature of the research requires the use of gender specific language.
- iii. The research proposal must be printed on A4 (210 x 297 mm), acid free white quality paper.
- iv. Candidates shall paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals (i.e., i, ii, iii, etc) beginning with the title page. The body of the research proposal pages shall be numbered in Arabic numerals (i.e., 1,2,3,4, etc) consecutively throughout. The page numbers shall appear in the lower right corner of the page. Page number shall not appear on the title page.

#### **3.3.2. Length of proposals and submission**

- (a) A proposal for Bachelor Degree should be up to 10 pages excluding appendices.
- (b) A proposal for Masters Degree should be up to 15 pages excluding appendices.
- (c) A proposal for Ph.D should not exceed 20 pages excluding appendices.

#### **3.3.3. Text must be in the following format:**

- (a) Typewritten/word-processed
- (b) In a font of 12 points (Times New Roman )
- (c) Double spaced and evenly distributed with full justification
- (d) Clear where a new paragraph is starting
- (e) The left-hand margin must be 4.0 cm from the left edge of the paper
- (f) The right-hand margin must be 2.5 cm from the right edge
- (g) The top margin should be 4.0 cm from the top of the page
- (h) The bottom margin must be 2.5 cm from the bottom of the paper
- (i) Printed on single-sided right hand pages only

### **3.4. PREPARATION AND SUBMISSION OF RESEARCH PROJECT REPORT/DISSERTATIONS/THESES**

- 3.4.1. A bachelor's research project report shall have a minimum of 50 pages and a maximum of 70 pages with a tolerance of 10% above this limit, i.e. up to 7 extra pages, including appendices and footnotes.
- 3.4.2. A master's dissertation/thesis shall have the minimum of 70 pages and maximum of 100 pages with a tolerance of 10% above this limit, i.e. up to 10 extra pages, including appendices and footnotes.
- 3.4.3. PhD dissertation/thesis shall have the minimum of 200 pages and maximum of 300 pages with a tolerance of 10% above this limit, i.e. up to 30 extra pages, including appendices and footnotes.
- 3.4.4. Candidates shall use gender neutral language in writing their dissertations/theses unless the nature of the research requires the use of gender specific language.
- 3.4.5. The dissertation/thesis shall be written in the English Language.
- 3.4.6. Candidates shall note that typing/word processing of the dissertation/thesis is not part of the duties of EASTC.
- 3.4.7. The dissertation/thesis must be printed on A4 (210 x 297 mm), acid free white quality paper.
- 3.4.8. Candidates shall paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals (i.e., i, ii, iii, etc) beginning with the title page. The body of the dissertation/thesis pages shall be numbered in Arabic numerals (i.e., 1,2,3,4, etc) consecutively throughout. The page numbers shall appear in the lower right corner of the page. Page number shall not appear on the Title page.
- 3.4.9. Text must be in the following format:
  - (a) Typewritten/word-processed
  - (b) In a font of 12 points (Times New Roman)
  - (c) Double spaced and evenly distributed with full justification
  - (d) Clear where a new paragraph is starting
  - (e) The left-hand margin must be 4.0 cm from the left edge of the paper



- (f) The right-hand margin must be 2.5 cm from the right edge
- (g) The top margin shall be 4.0 cm from the top of the page
- (h) The bottom margin must be 2.5 cm from the bottom of the paper
- (i) Printed on single-sided pages only
- (j) Bound such that it is readable in the right hand side pages only

3.4.10. The title page must be arranged as follows:

- (a) The main title of the dissertation/ thesis must be written in CAPITALS (centered) in 14 points bold fonts. A sub-title shall be written in capital followed by lower case letters i.e. Title Case (e.g. Characteristics of Respondents). Other sub-title levels and titles of tables and figures shall be written in sentence case (e.g. Age of the respondents).
- (b) The name of the author shall be inserted at the centre of the title page and written in Title Case, 12 points bold.
- (c) The following words must be inserted below the author's name: "A Research Project Report/Dissertation/Thesis (whichever is applicable) Submitted in Partial Fulfillment/Fulfillment of the Requirements for the Degree of (insert name of the degree) of the EASTC";
- (d) The date (month and year) of completion of the dissertation/thesis (i.e. the year when the final corrections, if any, to the dissertation/thesis were made) shall be inserted below words indicated in part (c) above.

3.4.11. In a single bound volume, research project report/dissertation/thesis material shall be arranged in the following sequence:

- (a) Cover page
- (b) Title page
- (c) Certification
- (d) Author's Declaration and Copyright
- (e) Acknowledgements
- (f) Dedication, if any
- (g) List of abbreviations/acronyms/symbols used
- (h) Abstract

- (i) Table of contents
- (j) List of tables
- (k) List of figures
- (l) Main text divided into chapters, sections, etc
- (m)References
- (n) Appendices

### **3.5. Proof-reading and Editing**

3.5.1. Candidates shall ensure that the written research proposal report/dissertation/thesis demonstrates a high standard of proof-reading and copy editing (including attention to layout, spelling, grammar, sentence structure). The dissertation/thesis shall be checked for accuracy, including references, cross-references and sequences of numbers. Figures, diagrams and tables must be numbered sequentially in the manuscript.

3.5.2. Candidates shall note that, as a general rule, supervisors are not expected to edit a dissertation/thesis. If a dissertation/thesis requires editing, the supervisor(s) may advise the candidate of the need and, if appropriate, give advice on where to obtain help with typographical proof-reading and editing.

3.5.3. Costs accrued from editorial works are responsibility of the candidates.

3.5.4. Candidates are responsible for ensuring that no changes are introduced to the intellectual content in the process of typographical editing.

**3.6. Certification:** The supervisor(s) shall certify that they have read the research project report/dissertation/thesis, and found it to be in a form acceptable for examination before the submission of the dissertation/thesis to the Department. The supervisor(s) shall sign to certify both loose bound and final/hard bound copies. The statement of Certification shall be *“The undersigned certify that they have read and hereby recommend for acceptance by the Eastern Statistical Training Centre the Dissertation titled: .....,in fulfilment of the requirements for the award of.....(e.g. Master’s Degree in Official Statistics) of the Eastern Statistical Training Centre”*.

**3.7. Declaration and Copyright:** Every research project report/dissertation/thesis submitted for a Bachelor/ Master’s Degree/ PhD of the EASTC must be accompanied by a declaration and copyright statements. The declaration statement shall be “ *I ..... declare that this dissertation is my own original work and that it has not been presented and will not be presented to any other higher learning institution for a similar or any other degree award*”. The research project report/dissertation/thesis shall contain the following statement of copyright by the author: “*This dissertation/thesis is copyright material protected under the Berne Convention, the Copyright Act of 1999 and other international and national enactments. No part of this dissertation/thesis may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or EASTC*”.

**3.8. Acknowledgements:** In this section, the candidate shall acknowledge the people or institutions that rendered support or other assistance, which made the execution of the research project report/dissertation/thesis work possible.

**3.9. Abstract:** The abstract should provide a summary of the work in preferably one page. It shall highlight the important points of the research project report/dissertation/thesis, including the main purpose/objective of the study, key methodological points, main findings/results and the main conclusions.

**3.10. Table of Contents:** The research project report/dissertation/thesis shall include a Table of Contents. This can be generated automatically from the text or prepared manually.

**3.11. Lists of Tables and Figures:** Lists of tables and figures shall each be included on a separate page and arranged in the same format as the Table of Contents in the pages immediately after the Table of Contents.

### **3.12. Body of Text**

- 3.12.1. Tables, figures, diagrams and plates shall be numbered in separate sequences, and shall be cited/ referred to in the text; each shall have a full caption.
- 3.12.2. The text shall contain a comprehensive introduction chapter covering background of the study, statement of the research problem, objectives and hypotheses and/or research questions; a chapter of literature review; a chapter of methodology used in the study; a chapter of results and discussion of findings; a chapter of summary, conclusion and recommendations.

### **3.13. References**

- 3.13.1. All sources cited in the text shall be included in the list of references.
- 3.13.2. References shall be arranged in alphabetical order at the end of the dissertation/thesis, using American Psychological Association (APA) Sixth Edition (see Appendix II).

**3.14. Appendices:** Appendices shall contain detailed data or information that explains the summaries provided in the main text. All appendices must be referred to in the text.

### **3.15. Submission of Dissertations/Theses**

- 3.15.1. Candidates intending to submit their dissertations/theses shall give the respective Department at least two weeks prior notice in writing by filling in an “Intention to Submit Form (i.e. EASTC/MDT/F.4).
- 3.15.2. No dissertation/thesis examination arrangements will be made unless a candidate has given notice of intention to submit.
- 3.15.3. Candidates shall not submit their research project report/dissertations/theses until their main supervisors have had an opportunity to comment on the dissertation/thesis, and have certified that the research project report/dissertation/thesis is ready for examination.
- 3.15.4. Candidates shall initially submit four (4) copies of dissertation/thesis in a loose bound form to the department for examination purposes.
- 3.15.5. After satisfactorily having completed all the corrections recommended by examiners, the candidate shall submit four (4) copies of hardbound dissertation/thesis to the department for distribution to relevant offices and

individuals. Each copy shall be bound in black washable buckram with stiff boards.

3.15.6. The spine shall be embossed in gold, bearing:

- (a) The surname and initials of the candidate;
- (b) The degree for which the dissertation/thesis has been submitted; and
- (c) The year of degree award.

The writing on the spine shall read from the bottom to the top.

3.15.7. The title of the dissertation/thesis shall be printed in gold letters on the front cover of the hardbound volume.

3.15.8. Candidates may arrange the binding of their dissertation/thesis with any binding firm provided they follow the specifications indicated in these guidelines.

3.15.9. Additional advice on the binding shall be sought from the respective department.

#### **4. ASSESSMENT OF RESEARCH PROPOSAL, DISSERTATIONS / THESES**

4.1. Before commencing research for dissertation/thesis a candidate shall submit the research proposal for final approval to the department.

4.2. Each candidate shall present his/her research proposal to the DDTAP and other invited research community.

4.3. The DDTAP members shall assess the presented research proposal on the basis of submitted written proposal and recommend one of the following:

- a) Approve the proposal without condition
- b) Approve the proposal with revision
- c) Reject the proposal

4.4. At the end of the presentation of the research proposal the DDTAP shall prepare a report to be submitted to the DR-ARC for final approval.

4.5. Every dissertation/thesis shall be examined by at least two examiners who are specialists in the area. At least one of these must be external; to be appointed by relevant authority as per examination regulation.

4.6. Internal examiners must be members of the academic staff of EASTC.

4.7. The candidate's supervisor may or may not act as the internal examiner.

- 4.8. The examiners shall be required to submit their assessment on the dissertation/thesis within a period of one month (for Masters) and three months (for PhD) from the date of receipt of the dissertation/thesis.
- 4.9. If the assessments are not received as stated in section 4.8, new examiners shall be appointed.
- 4.10. Each examiner's assessment shall be summarized in "Dissertation/Thesis Examiners Report Form" (i.e. EASTC/MDT/F.6). The report shall conclude by recommending one of the following:
- (a) The dissertation/thesis is acceptable as it is;
  - (b) The dissertation/thesis is acceptable subject to typographical corrections/minor revisions;
  - (c) The dissertation/thesis is acceptable (i.e. the score is at least 50% of the marks allocated to the dissertation/thesis report) subject to substantial corrections and revisions as indicated in the examination report;
  - (d) The dissertation/thesis is NOT acceptable (i.e. the score is less than 50% of the marks allocated to the dissertation/thesis report) but the candidate may be allowed to revise and re-submit the dissertation/thesis for re-examination;
  - (e) The dissertation/thesis is rejected outright.
- 4.11. The examiners shall assess the dissertation/thesis on the basis of the given assessment form.
- 4.12. Where the examiners differ significantly (i.e. one passes and one fails the candidate or a difference of two grades) in their overall recommendation, the Department shall examine the case and recommend the appointment of independent examiner;
- 4.13. Every student shall defend his/her dissertation/thesis in a panel of at least three experts to be appointed by the respective department. The expert shall assess the ownership and understanding of the dissertation/thesis using appropriate form (i.e. EASTC/MDT/F.7).
- 4.14. The respective department shall determine the candidate's dissertation/thesis final grade from recommendations of the DDTAP, examiners reports and report from panel

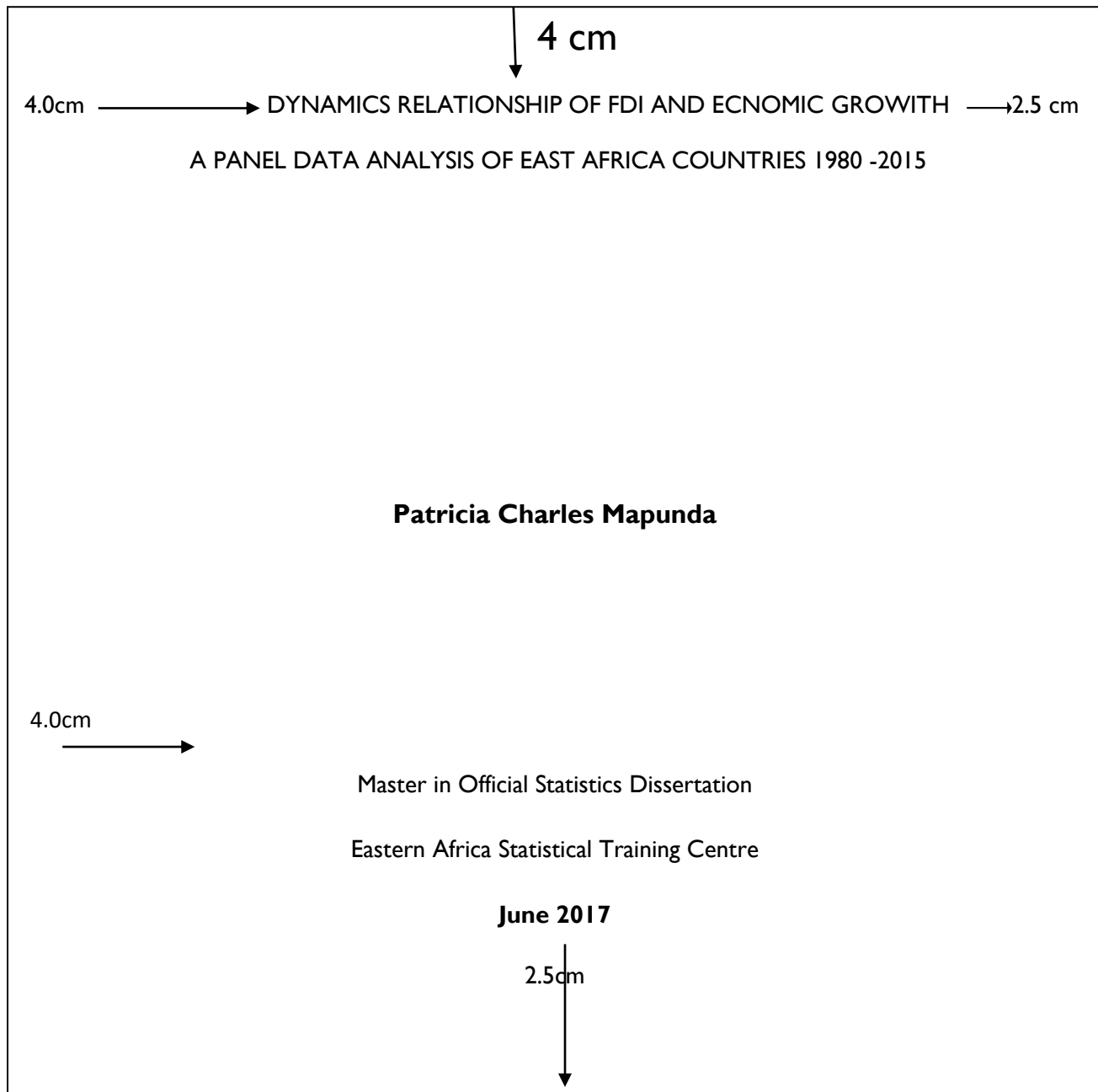
- of experts. The candidate will be considered to have passed the dissertation/thesis if the overall score is at least 50%.
- 4.15. A dissertation/thesis report passed subject to typographical corrections/minor revisions must be submitted for degree award within one month from the date the dissertation/thesis results was communicated to student by respective Head of Department. The Supervisor shall verify the corrections.
  - 4.16. A dissertation/thesis report passed subject to substantial corrections and revisions must be submitted for degree award within two months from the date the dissertation/thesis results was communicated to student by respective Head of Department. The Supervisor and Internal Examiner shall verify the corrections.
  - 4.17. A dissertation/thesis report not accepted in accordance with Guideline 4.10(d) above must be re-submitted for examination within three months from the date the dissertation/thesis results was communicated to student by respective Head of Department.
  - 4.18. The re-submission of the dissertation/thesis report is only once.
  - 4.19. Where the examiners are not in agreement in their assessment after re-submission, Guideline 4.12 shall apply.
  - 4.20. A candidate who failed the dissertation/thesis in accordance with section 4.10 (e) above will not be required to resubmit the dissertation/thesis report. However, the candidate will be given an opportunity to repeat dissertation/thesis only once.
  - 4.21. Subsequent publications from a dissertation/thesis submitted for a Master's degree of the EASTC must contain a statement that the work is based on a dissertation/ thesis submitted to the EASTC.
  - 4.22. EASTC shall pay honoraria to the External and Internal Examiners at the rate prescribed by EASTC and upon receiving detailed reports and summary reports of the dissertation/thesis under examination. The claims shall be made through filling in the appropriate form (i.e. EASTC/MDT/F.8).

## 5. APPENDICES

### 5.1. Appendix I: Templates of Cover and Title Pages

Cover and title pages should follow the format below:

#### Template of cover page





**Template of title page**

The diagram shows a rectangular frame representing a title page. At the top center, there is a vertical arrow pointing downwards with the text "4 cm" next to it. Below this arrow, the title is centered: "DYNAMICS RELATIONSHIP OF FDI AND ECNOMIC GROWTH" followed by "A PANEL DATA ANALYSIS OF EAST AFRICA COUNTRIES 1980 -2015". Below the title, the word "BY" is centered. To the right of "BY", there is a horizontal arrow pointing to the right with the text "→2.5cm". Below "BY", the author's name "Patricia Charles Mapunda" is centered. To the left of the author's name, there is a horizontal arrow pointing to the right with the text "4 cm". Below the author's name, the text "A Dissertation Submitted to the Eastern Africa Statistical Training Centre in Partial Fulfilment for the Award of the Master in Official Statistics of Eastern Africa Statistical Training Centre" is centered. Below this text, the date "June 2017" is centered, with a vertical arrow pointing downwards and the text "2.5cm" next to it.

4 cm

DYNAMICS RELATIONSHIP OF FDI AND ECNOMIC GROWTH  
A PANEL DATA ANALYSIS OF EAST AFRICA COUNTRIES 1980 -2015

BY

→2.5cm

4 cm

**Patricia Charles Mapunda**

A Dissertation Submitted to the Eastern Africa Statistical Training Centre in Partial Fulfilment for the Award of the Master in Official Statistics of Eastern Africa Statistical Training Centre

**June 2017**

2.5cm

## 5.2. Certification

*“The undersigned certify that they have read and hereby recommend for acceptance by the Eastern Statistical Training Centre the Dissertation titled: .....,in fulfilment of the requirements for the award of.....(e.g. Master’s Degree in Official Statistics) of the Eastern Statistical Training Centre”.*

.....  
Dr. Juma abooud  
(Supervisor)

Date .....

### 5.3. Declaration and Copyright

*“ I ..... declare that this dissertation is my own original work and that it has not been presented and will not be presented to any other higher learning institution for a similar or any other degree award”.*

Signature .....

Date .....

*“This dissertation/thesis is copyright material protected under the Berne Convention, the Copyright Act of 1999 and other international and national enactments. No part of this dissertation/thesis may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or EASTC”.*

## APPENDIX 1I: Referencing guidelines

### EASTERN AFRICA STATISTICAL TRAINING CENTRE

#### Referencing guidelines

Based on APA (sixth edition) of 2010

#### REFERENCING

---

Referencing acknowledges the sources that you use to write your research project report/dissertation/thesis.

In-text citations are used throughout your writing to acknowledge the sources of your information. The full references for the citations are then listed at the end of your research project report/dissertation/thesis as the **References** list.

**Note:** don't use the term '*bibliography*' as a substitute to '*reference list*'.

#### ACADEMIC HONESTY AND PLAGIARISM

---

At **EASTC** plagiarism is one of the examination irregularities and may lead to penalties as stipulated in the examination regulations.

#### ABOUT THE APA STYLE

---

The American Psychological Association (APA) style is a widely used author-date system of referencing. This guide is based on the *Publication Manual of the American Psychological Association (6th edition)* which is available online. This guide cover only the basic styles used in writing research papers at EASTC if you find difficult in finding the type of work you want to refer find the APA Publication Manual (6<sup>th</sup> ed.) and look for more detail. More information can be obtained from <http://www.apastyle.org>.

## IN-TEXT CITATION: REFERENCING SOURCES WITHIN THE TEXT

---

### How to reference

#### i. One or two authors

Example

John (2017) conducted research into the effect of...

If you refer to a work in the text of your paper, place the author's last name and the year of publication of the work in parentheses at the end of the sentence.

The research conclusively proved a correlation between the results (John, 2017).

#### ii. For the first time

Research can be defined as a systematic method of creating new knowledge or a way to verify existing knowledge (Watson, McKenna, Cowman & Keady, 2008).

### Subsequent citations

Deciding on a research method demands the researcher consider carefully the problem or area of investigation being researched (Watson et al., 2008).

#### iii. Six or seven authors

**Example:**

(Ndifwa et al., 2015)

**Reference list entry:**

When a source has **up to seven (7)** authors, include all names in the reference list.

Ndifwa, P., Masaki, K., Muchunguzi, S., Ayuma, E., Selenya, J., Minja, J., & Sianga, B. (2015). Socio-economic determinants of energy consumption in Dar es salaam. <i>Journal of Applied Statistics</i> , 66(5), 1101-1110.
--

#### iv. Groups as authors

The names of groups that serve as authors (e.g., corporations, associations, government agencies) are usually written in full each time they appear in a text citation.

The names of some group authors (e.g., associations, government agencies) are spelled out in the first citation and abbreviated thereafter. In deciding whether to abbreviate the

name of a group author, use the general rule that you need to give enough information in the text citation for the reader to locate the entry in the reference list without difficulty. Some groups are recognised by an abbreviation (e.g., WHO for World Health Organisation). (Refer to the APA manual, 2010, p. 176)

der to locate the entry in the reference list without difficulty. Some groups are recognised by an abbreviation (e.g., WHO for World Health Organisation). (Refer to the APA manual, 2010, p. 176)

**First text citation:** (Ministry of Health [MOH], 2013).

**Second & subsequent citations:** (MOH, 2013).

**Reference list entry:**

Ministry of Health. (2013). *An epidemiological profile of malaria and its control in Mainland Tanzania*. Dar es salaam, Tanzania: Author.

**Group as author no abbreviation**

Tanzania National Assembly, Health Committee (2007)

**Example**

...the impact of vector control [Killeen et al., 2007; Smith et al., 2009; Griffin et al., 2010],

**Reference List**

**Book by a single author**

Author's name.(Year).*Title of book*. Place of publication: Publisher.

**Example**

Chitty, D. (2003).*Do lemmings commit suicide? Beautiful hypotheses and ugly facts*. New York, NY: Oxford University Press.

Collier, A. (2008). *The world of tourism and travel*. Rosedale, New Zealand: Pearson Education New Zealand.

**Book with editors.**

Editor's name. (Ed.). (Year).*Title of book*. Place of publication: Publisher.

Moen, P., Elder, G., & Luscher, K. (Eds.). (1995). *Examining lives in context: Perspectives on the ecology of human development*. Washington, DC: Pearson Education.

Denmark, F., & Paludi, M. (Eds.). (1993). *Psychology of women: A handbook of issues and theories*. Westport, CT: Greenwood.

### **Chapter in an edited book**

Author of chapter's surname, Initials. (Year of publication). Title of chapter. In: Initials of editor, Surname (Eds.), *Title of book* (page no). Place of publication: Publisher.

Worobec, C. D. (2012). Russian peasant women's culture : Three voices. In W. Rosslyn & A. Tosi (Eds.), *Women in nineteenth century Russia: Lives and culture* (pp. 41-62). Cambridge, England: Open Book.

### **Serial/journal articles**

Author surname, Initials. (Year of publication). Article title. *Journal Title*, Volume number (part), page numbers.

McFall, L. (2011). A 'good, average man': Calculation and the limits of statistics in enrolling insurance customers. *Sociological Review*, 59 (4), 661-684.

Gabbett, T., Jenkins, D., & Abernethy, B. (2010). Physical collisions and injury during professional rugby league skills training. *Journal of Science and Medicine in Sport*, 13(6), 578-583.

### **Conference Papers**

#### **Reference list:**

Olsson, S., & Stirton, N. (Eds.). (1996). *Women and leadership: Power and practice: International conference, 1996*. Palmerston North, New Zealand: Massey University.

Markman, K. M. (2003, October). *Taking the flesh with me: Embodied; interaction as a framework for studying Internet communication*. Paper presented at the meeting of the Association of Internet Researchers, Toronto, Canada. Retrieved from <https://umdrive.memphis.edu/kmmrkman/www/KMarkmanAOIR4Paper.pdf>

### **Unpublished Dissertations or Theses.**

Healey, D. (2005). *Attention deficit/hyperactivity disorder and creativity: An investigation into their relationship* (Unpublished doctoral thesis). University of Canterbury.

Selenya, J. (2012). *Portrayal of women in gutter newspapers* (Unpublished MA dissertation). University of Dodoma.

Note: If the work you are referring is not included in this guide refer the APA guide of 2010 (sixth edition) which can be obtained here <http://www.apastyle.org>.

### **Appendix III: Eastern Africa Statistical Training Centre Forms**

The list below consists of 8 different forms that are to be used for most postgraduate and Bachelor student's situations at the Eastern Africa Statistical Training Centre. A sample of each form is included in these Guidelines on the page number indicates in table below.

<b>Form Number</b>	<b>Purpose</b>	<b>Page</b>
EASTC/MDT/F.1	Statement of Intention to Submit Research Topic	30
EASTC/MDT/F.2	Application For Extension	32
EASTC/MDT/F.3	Dissertation/Thesis Progress Report	34
EASTC/MDT/F.4	Intention to Submit a Thesis/Dissertation	36
EASTC/MDT/F.5	Supervision Allowance Claim	38
EASTC/MDT/F.6	Dissertation/Thesis Examiner Results Form	39
EASTC/MDT/F.7	Ownership and understanding of the Dissertation/Thesis	42
EASTC/MDT/F.8	External Examiner's Claim Form For Dissertations And Theses	43





**EASTC/MDT/F.1**

**EASTERN AFRICA STATISTICAL TRAINING CENTRE**

**STATEMENT OF INTENTION TO SUBMIT RESEARCH TOPIC\***

**PART A: TO BE FILLED BY STUDENT**

Name of Student: ..... Reg. No:.....

Degree Registered: .....

Department: .....

1. Research Topic:

.....  
.....  
.....  
.....

2. Brief statement of the research problem

.....  
.....  
.....  
.....

What are you expecting to achieve?

.....  
.....  
.....  
.....

3. What research methods are you planning to use?

.....  
.....  
.....

Signature of Student: ..... Date: .....

---

**PART B: TO BE FILLED BY HEAD OF DEPARTMENT:**

Appointed Supervisor(s):

S/No	NAME OF SUPERVISOR	DEPARTMENT/AFFILIATION
1		
2		
3		

Signature of the Head: ..... Date: .....

**\*This form should be filled in duplicate [one copy to the Department, another copy to the Student File].**



**EASTERN AFRICA STATISTICAL TRAINING CENTRE**

**APPLICATION FOR EXTENSION**

*(To be filled in triplicate)*

Name of Candidate: .....

Registration No.: .....

Department.....

Degree Registered:.....

Dissertation/Thesis due to end on: .....

Extension requested:(*Tick appropriate*)

1 <sup>st</sup> (3 Months)	
2 <sup>nd</sup> (3 Months)	
3 <sup>rd</sup> (3 Months)	

Reasons for requesting an extension:

.....  
.....  
.....  
.....

Period of extension: From ..... To .....

**Comments by Supervisor:** .....

.....  
.....  
.....

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

**Comments by Head:**

.....  
.....  
.....

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

**DR - ARC**

Approved:

Not approved

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



**EASTERN AFRICA STATISTICAL TRAINING CENTRE**

**PhD/MASTER'S DEGREE DISSERTATION/THESIS  
PROGRESS REPORT FORM**

**PART A: TO BE FILLED BY THE MAIN SUPERVISOR**

(1) Name of Student .....

(2) When were you appointed to supervise the candidate? .....

(3) If you have just been appointed, did the previous supervisor hand you any report of the candidate?     
 Yes No Not applicable

(4) How often have you met the candidate during the month under report?

.....  
 If you have not met, give reasons  
 .....  
 .....  
 .....

(5) What progress has the candidate made so far for the Dissertation/Thesis?  
*(Tick in the appropriate box)*

Item	Nothing	About a third	Half Way	Nearly completed	Completed
Proposal					
Literature Review					
Designing of Methodology					
Data Collection					
Data Organization & Cleaning					
Data Analysis					
Writing of Dissertation/Thesis					
Submission					

In your opinion, is the candidate making satisfactory progress? Yes/No

Will he/she need an extension? Yes/No [*Circle the appropriate*]

How long? .....

(6) Any other comments you may wish to make on the candidate:

.....  
.....  
.....  
.....

Name of Supervisor:.....

Signature of Supervisor ..... Date .....

**PART B: TO BE FILLED BY HEAD OF DEPARTMENT**

(7) Comments on the Candidate's Progress report:

.....  
.....  
.....  
.....

(8) Comments on the Supervisor's Progress report:

.....  
.....  
.....  
.....  
.....

Name of Head of Department: .....

Date: ..... Signature of Head of Department .....

**\*This form is to be filled in duplicate; one copy to be retained in the department for records and another copy to be filed in student file.**



**EASTC/MDT/F.4**

**EASTERN AFRICA STATISTICAL TRAINING CENTRE**

**NOTICE OF INTENTION TO SUBMIT A DISSERTATION/THESIS\***

**PART A: TO BE COMPLETED BY THE CANDIDATE**

(1) Name in full: .....

(2) Registration number: .....

(3) Department: .....

(4) Degree registered for: .....

(5) Title of thesis/dissertation: .....

.....  
.....  
.....

(6) Name(s) of Supervisor(s) .....

.....  
.....

(7) I hereby declare that I have completed my thesis/dissertation research, and intend to submit my thesis/dissertation within one month

Date: ..... Signature of Candidate: .....

**PART B: TO BE COMPLETED BY SUPERVISOR(S)**

(8) I/We hereby confirm that the candidate is in the process of drafting his/her thesis/dissertation and I am/we are of the opinion that he should be in a position to submit the thesis/dissertation within one month from now.

Date: ..... Signature of Supervisor .....

Date: ..... Signature of Supervisor .....

Date: ..... Signature of Supervisor .....

**PART C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT**

After consultation with the supervisor(s) of the candidate, I propose that the following be considered for appointment as examiners for the candidate’s thesis/dissertation:

**(a) Potential Internal Examiners**

(9) Name: .....

Affiliation: .....

Postal Address: .....

Telephone: ..... Fax: .....

Email: .....

Curriculum Vitae: Attached  Not attached

**(b) Potential External Examiners**

(10) Name: .....

Affiliation: .....

Postal Address: .....

Telephone: ..... Fax: .....

Email: .....

Curriculum Vitae: Attached  Not attached

**PART D: TO BE COMPLETED BY DR-ARC**

The Appointed Examiners [from the list of Examiners Approved by DR-ARC] are:

CATEGORY OF EXAMINER	NAME OF EXAMINER
Internal Examiner(s)	1).
	2).
External Examiner(s)	1).
	2).

Signature of DR-ARC: .....Date: .....

**\*This form is to be filled in triplicate**





EASTC/MDT/F.5

**EASTERN AFRICA STATISTICAL TRAINING CENTRE**

**SUPERVISION ALLOWANCE CLAIM FORM\***

To the Head of Department,

**RE: SUPERVISION ALLOWANCE CLAIM**

**SECTION A: (To be filled by the Supervisor)**

I certify that I served as a Supervisor for the student specified in the table below for the academic year ...../..... Accordingly I hereby claim for payment of supervision allowance.

Student's Name	Registration Number	Programme	Department

*[Supervisor may attach a separate list of supervised students in the above format]*

Supervisor's Name: .....

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

**SECTION B: (To be filled by the Head of Department)**

I confirm that Prof./Dr./Mr./Ms ..... supervised the above mentioned candidate.

I am satisfied with the supervision work he/she did and recommend that he/she be paid the supervision allowance.

Name of the Head of Department: .....

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

**\*This form is to be filled in duplicate**



**EASTC/MDT/F.6**

**EASTERN AFRICA STATISTICAL TRAINING CENTRE**

**DISSERTATION/THESIS EXAMINER’S REPORT FORM**

Candidate’s Name:..... Reg. No:.....

Programme of Study:.....

Theses Title:.....

.....

.....

.....

*[Please enter score for each of the following components]*

	<b>SUBJECT/ITEM EXAMINED</b>	<b>MAXIMUM SCORE</b>	<b>ACTUAL SCORE</b>
<b>A:</b>	<b>INTRODUCTION</b>		
1.	Relevant updated knowledge in the background of the problem is clearly demonstrated	<b>2</b>	
2.	Research Problem is clearly stated	<b>3</b>	
3.	Study objectives are clearly stated	<b>3</b>	
4.	Hypotheses/Research questions are clearly stated	<b>3</b>	
5.	Significance of the study	<b>2</b>	
6.	Scope of the study well defined	<b>2</b>	
<b>B</b>	<b>LITERATURE REVIEW</b>		
7.	Theoretical/Empirical literature review is/are relevant	<b>6</b>	
8.	Theoretical/Conceptual Framework is/are well presented	<b>6</b>	
9.	Research gap is well presented	<b>3</b>	
<b>C:</b>	<b>METHODOLOGY</b>		

10.	Study area and Justification	<b>3</b>	
11.	Research design is fully described	<b>8</b>	
12.	Data Collection methods/Data sources are described	<b>6</b>	
13.	Data analysis methods is fully described	<b>8</b>	
<b>D:</b>	<b>RESULTS AND DISCUSSION OF FINDINGS</b>		
14.	Data analysis methods are applied correctly	<b>5</b>	
15.	Results are well presented	<b>9</b>	
16.	Results of the analysis are clearly linked to the objectives	<b>8</b>	
17.	Discussion of findings	<b>8</b>	
<b>E:</b>	<b>CONCLUSION AND RECCOMENDATIONS</b>		
18.	Conclusions are clearly stated	<b>6</b>	
19.	Recommendations are clearly stated	<b>4</b>	
<b>F:</b>	<b>REPORT IS LOGICALLY ORGANIZED</b>	<b>5</b>	
	<b>Total</b>	<b>100%</b>	
	LETTER GRADE [See Key to Grading below]]	A	

**Key to Grading:** 70%-100% =A; 60% - 69%= B+; 50% - 59%=B; 0% - 49%=FAIL

=====  
 Name of Internal/External Examiner: .....

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

**COMMENTS OF EXAMINER** [You may attach a separate sheet(s) with comments]

<b>E:</b>	<b>Score at least 50%:</b> Dissertation/Thesis is Accepted as it is or it requires minor/major revisions/improvement listed below* [ Dissertation/Thesis Guidelines 4.10(a-c)]:
1.	
2.	

3.	
4.	
5.	
6.	
7.	
<b>F:</b>	<b>Score below 50%:</b> Dissertation/Thesis is NOT Accepted but the candidate is allowed resubmit after revising in the following listed items* [ Dissertation/Thesis Guidelines 4.10(d)]:
1.	
2.	
3.	
4.	
5.	
<b>G:</b>	<b>Not given A Score:</b> Dissertation/Thesis rejected outright because of the shortcoming(s) listed below [ Dissertation/Thesis Guidelines 4.10(e)]
1.	
2.	
3.	
4.	

\*The improvements listed shall include but not limited to all items in which the candidate scored less than minimum score

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



EASTC/MDT/F.7

**EASTERN AFRICA STATISTICAL TRAINING CENTRE**

**VIVA VOCE EVALUATION REPORT**

Candidate's Name: .....

Registration Number: .....

Degree Registered: .....

Department: .....

Dissertation/Thesis Title: .....

.....

**Assessment of the Dissertation/Thesis**

	Areas Assessed	Max Marks	Marks Awarded by Examiners					AVR G
			E1	E2	E3	E4	E5	
1	Presentation	10						
2	Understanding of Research Problem	05						
3	Understanding Research Objectives	05						
	Literature Review	10						
4	Methodology	15						
5	Results and Discussion of Findings	30						
6	Conclusions and Recommendations	10						
7	Originality and Ownership of the Research	15						
8	<b>Total</b>	<b>100</b>						

S/No	NAME OF THE PANELIST	SIGNATURE	DATE
1			
2			
3			
4			
5			
6			



**EASTC/MDT/F.8**

**EASTERN AFRICA STATISTICAL TRAINING CENTRE**

**INTERNAL/EXAMINER’S CLAIM FORM FOR DISSERTATIONS/THESES**

I certify in connection with my appointment as an Internal/External Examiner in the department of .....

That I have examined ..... candidate(s)

That I have signed the appropriate mark sheets and I attach my report on the examinations.

+ I wish/do not wish to claim my honorarium and reimbursement of expenses incurred in connection with my duties as Internal/External Examiner.

(details)	(amount)
Honorarium for ..... candidate(s)	.....

++ Refund of other expenses incurred:

.....	.....
.....	.....
.....	.....
.....	.....

Total (T.shs.)	.....
----------------	-------

My honorarium should be paid to me at the following address:

.....

Bank Name, Branch & Address:.....

Account No.: ..... Account Name/Title: .....

Other A/c details: .....

Name of Examiner: .....

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

Head of Department’s Signature: ..... Date: .....

+ Please delete what is not applicable

++ Please give details and amount of out of pocket expenses incurred, e.g. Postage of dissertation/theses, etc.