



IUM
— THE INTERNATIONAL —
UNIVERSITY OF MANAGEMENT

FACULTY OF EDUCATION

RESEARCH PROPOSAL & PROJECT GUIDELINES

**UNDERGRADUATE AND POSTGRADUATE
PROGRAMMES
(POSTGRADUATE DIPLOMAS AND BACHELOR
HONOURS DEGREES IN EDUCATION)**

JULY 2023 Version

A Namibian University Dedicated to its People's Future

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A. Introduction

This is a guide developed to assist undergraduate and postgraduate students (Postgraduate Diplomas and Bachelor Honours degrees in Education) at the Faculty of Education in writing their proposals and projects. It is a guide and the supervisor's role is to interpret and discuss it with students and ensure that the student's work adhere to the guidelines.

B. Editorial and type settings of Research Proposals and Projects

1. The length for the complete research proposal and project report as follows:

Qualification Type	Proposal Pages	Project Pages
Postgraduate Diploma in Education and undergraduates Bachelors (Eg. Pre and Junior Primary; Senior Primary and Secondary Bachelor Honours)	15 -20	40-45
Bachelor Honours in Educational Leadership, Management and Policy	20-25	45-50

Note :The pages exclude preliminary pages, references and appendices

2. Pages Numbers and Chapters Formatting

2.1 The title cover page shall not be page-numbered.

2.2 All page numbers shall be inserted at the bottom and centre of the page.

2.3 Preliminary pages shall be numbered in lower-case Roman numerals (e.g. i, ii, iii).

2.4 Each chapter should begin at a new page; starting with an Introduction and ending with a Chapter Summary.

2.5 The rest of the pages from chapter 1-5, references and appendices shall be numbered in Arabic numerals (e.g. 1, 2, 3).

3. Type settings

3.1 Font type: Arial and text should be justified (Aligned both left and right)

3.2 Font size: 12

3.3 Line spacing: 1.5 spacing

3.4 Heading Formatting:

- Heading 1: All letters should be uppercase. The heading should be centred and bold eg: All preliminary titles and chapter titles.
- Heading 2 and subsequent headings: Only the first letter of the heading shall be in uppercase. The headings should be left aligned and bold.

4. Figures and Tables

4.1 The numbering of Figures and Tables should make reference to the chapters eg. Table 2.1 (When the table is in chapter 2).

4.2 Figures and Tables should have clear numbering and captions (Refer to the APA referencing manual)

5. Citations and Referencing

5.1 Follow the **latest** APA referencing Style(Consult your supervisor for the latest version)

5.2 The reference list must be hanged 0.5 to the right

5.3 No numbering of references is required

5.4 The reference must be single spaced with 1.5 spacing before the next reference.

6. Printing

6.1 Research work should be printed single sided and;

6.2 Spiral bounded with clear plastic cover.

7. Plagiarism : IUM considers plagiarism very seriously and students who plagiarise shall be disciplined in accordance with the university's policy on plagiarism.

C. Outline of the Research Proposal Template

COVER PAGE: THIS PAGE SHOULD ALL BE WRITTEN IN CAPITAL LETTERS AND DO NOT INSERT A UNIVERSITY LOGO.

[PROPOSED TITLE/TOPIC]

A RESEARCH PROPOSAL SUBMITTED TO THE INTERNATIONAL UNIVERSITY OF MANAGEMENT IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE BACHELOR OF EDUCATION HONOURS DEGREE – SENIOR PRIMARY; PRE AND JUNIOR PRIMARY; SECONDARY; EDUCATIONAL LEADERSHIP, MANAGEMENT AND POLICY (NB: CHOOSE YOUR APPLICABLE QUALIFICATION)

BY

NAME OF STUDENT

STUDENT NUMBER

SUPERVISOR: NAME OF SUPERVISOR

FINAL MONTH AND YEAR OF SUBMISSION

CHAPTER 1: INTRODUCTION

1.1 Introduction

This chapter provides general explanations of what the researcher will discuss in this chapter.

1.2 Background to the Study

Provide a general overview of the study guided by the literature. State research concerns, disagreements, controversies, unanswered questions and gaps in knowledge that give rise to research problems.

1.3 Statement of the Problem

Write one paragraph summarising the identified problem which needs research. Formulate research problem by clearly indicating research issues that you want to investigate in your study. Show why you want to carry out such a project or study. Demonstrate fully and clearly the problem you intend to address with the study. Strengthen the problem by providing facts and evidence of the problem that exists to substantiate claims.

1.4 Research Objectives

The objectives should be based on the statement of the problem. The objectives must be specific. Follow the S.M.A.R.T rule. Remember that objectives are reveals how the stated problem will be addressed. The objectives must be stated in point/bullet form.

1.5 Research Questions

Identify the questions the project/research is intended to answer. Make them as specific as possible. Specify as far as possible the precise focus of the project/research. Always remember that the research questions should be aligned to the research objectives and to the hypothesis if any. The research questions must be stated point/bullet form.

1.6 Significance of the Study

State the importance of the study. Ask yourself what the study is going to contribute to the knowledge of education, the

institution , and to socio-economic progress.

1.7 Delimitation of the Study

Indicate the scope of the proposed study and the resources available to carry out the project. Ask yourself questions like; are you going to study the whole region, circuit or just a school? Indicate logistical issues.

1.8 Definitions of Key Terms

Outline and define the keys terms that are in the title/topic of the study as to how they should be understood to mean in the study...e.g. In this study, the term/word child should be understood to mean anyone between the 0 to 17 years of age.

1.9 Chapter Summary

The summary should be very brief, highlighting the main ideas discussed in the chapter.

CHAPTER 2: REVIEW OF RELATED LITERATURE

2.1 Introduction

This chapter provides general explanations of what the researcher will discuss in this chapter.

2.2 Headings and Subheadings for the review of related literature of your study.

The headings and subheadings should be generated from the study Research Questions

Note :Headings 1 will start 2.2; etc while Headings 2 will follow 2.2.1 and headings 3 use Roman numbering.

Basically, literature review is an evaluation, synthesis, and analysis of selected documents as related to the topic under study.

Literature review therefore serves a number of purposes; including the following:-

- Distinguishing what has been done from what needs to be done. The review should demonstrate what has been done in the research area of interest and what remains investigated. Establish a relationship to previous work done by others to what s/he is researching about.
- Knowing what other people have written about the topic in terms of theory, current issues and professional practice. Good literature search may also help in deciding the best methodology and techniques to use.
- Discovering variables that relate to the topic under study/research.
- The review should show gaps in knowledge, theoretical and methodological shortcomings, the need for further research, unanswered questions, etc.
- The reference materials to be used should be legitimate and use authoritative documents such as ministerial reports, official government policies and academic publications.

- Sources such as Wikipedia, newspapers, online bloggers, online essays should be discouraged
- Use recent sources, preferably from the last 5 years up to current year with exemptions of theoretical work, historical studies, comparative grip, under researched areas and governmental official documents still in use.

2.3 Chapter Summary

Provide the highlights of the main points discussed in this chapter. Example; Chapter 2 discussed the related literature reviewed, covering ---, ---, ---, etc.

CHAPTER 3: RESEARCH METHODOLOGY

Chapter 3 of the research study should be seen as the road map for the study being conducted. It is the architectural plan of the study so to say, as it is like a building plan that the builders use. Chapter 3 delineates the methods to be used in carrying out the research project to its logical conclusion. It will be noted that when preparing a research proposal, Chapter 3 answers the questions what?, why?, when?, where?, who/whom?, etc.

The major issues or aspects that are dealt with in Chapter 3 include:-

- The research approach
- the research design,
- the population,
- the sample and sampling procedures/techniques,
- the research instruments,
- the data collection procedure,
- the data analysis procedure

NB: It should be noted that the way to deal with all these aspects of Chapter 3 is define the concept first, describe it/them; stating their inherent characteristics, then state which one the researcher will use and give a justification for that choice.

3.1 Introduction

This chapter provides general explanations of what the researcher will discuss in this chapter.

3.2 The Research Approach

Choose the research approach (Qualitative or Quantitative or mixed methodology approach), define/explain and provide justification why it is appropriate approach to use for the study.

3.3 The Research Design

Choose the appropriate research design for the approach you identified at 3.2; define/explain and provide justification why it is appropriate for this study.

3.4 Population

Define the term population and State the population for the study.

3.5 Sample and Sampling Procedure

- Define the term sample and refer briefly to a range of sampling procedures/techniques to be used and why (justification).
- The sampling technique should be aligned to the approach (refer to section 3.2) adopted for the study.
- State the sample size.

3.6 Research Instruments

- Research instruments are also called Data collection instruments
- Define the concept research instrument
- Describe the research instruments that you will use (such as questionnaires, interviews, observations) highlighting and/or referring to their strengths and weaknesses.
- Justify the applicability of the research instruments for your study.
- The instruments should be aligned to the Approach of the study (Refer to section 3.2)

3.7 Data Collection Procedures

Discuss the process of collecting data

3.8 Data Analysis Procedures

Clearly explain how data will be analysed. It should be noted that qualitative and quantitative data are analysed differently. Quantitative data are analysed objectively while qualitative data are analysed by subjective judgment of the researcher.

3.9 Ethical Considerations

Ethical issues need to be taken into consideration especially when the research uses human subjects.

- The researcher should especially state clearly how they are going to protect the rights of respondents, considering the ethical principles of informed consent, anonymity, privacy, etc.

3.10 Chapter Summary

Summarise the main ideas of the topics discussed in this chapter.

REFERENCES

Use recent sources, preferably from the last 5 years up to current year.
NB: List only the sources that you have cited in your work. Please note that references are different from bibliography.

Refer to the **latest** APA reference manual (consult your supervisor for the latest version)

D. Outline of the Research Project

Preliminaries Pages

The preliminary pages consist of the following pages:

Title page/Cover page:

The Abstract (end the section with a list of keywords)

The abstract is the very last thing you write. You should only write it after your research is complete, so that you can accurately summarize the entirety of your research paper. It should be between 150 - 200 words. It should include: the purpose of the study, research design and methods, findings, and implications.

Acknowledgements

Dedication

Declaration

The Table of Contents

List of tables

List of figures

List Acronyms

List Abbreviations

CHAPTER 1: INTRODUCTION

- 1.1 Introduction (Introduces Chapter 1 and its structure)**
- 1.2 Background to the Study**
- 1.3 Statement of the Problem**
- 1.4 Research Objectives**
- 1.5 Research Questions**
- 1.6 Significance of the Study**
- 1.7 Limitations of the study**
- 1.8 Delimitation of the study**
- 1.9 Definitions of Key Terms**
- 1.10 Chapter Summary**

CHAPTER 2: REVIEW OF RELATED LITERATURE

2.1 Introduction (Introduce Chapter 2 and the structure of this chapter)

2.2 Headings and Subheadings for the review of related literature of your study.

- Structure your content under this chapter into relevant headings, under which you make your discussions.
- The number of headings depends on your preferences, and how detailed you would like to discuss each heading.

Note :Headings 1 will start 2.2; etc while Headings 2 will follow 2.2.1 and headings 3 use Roman numbering

- Make sure that the topics of your literature review is linked to the research objectives and questions.
- Take a funnel approach in reviewing your literature, starting from a broad perspective to a narrow perspective, e.g. Review the literature about your topic from global level to regional/national to local level.

2.3 Chapter Summary

CHAPTER 3 : RESEARCH METHODOLOGY

3.1 Introduction (Introduce chapter 3 and the structure of this chapter)

3.2 Research Approach (Outline and justify the preferred research approach)

3.3 Research Design (Explain the research strategy used to carry out research).

3.4 Population (Explain the population/who make up the population of the study)

3.5 Sample and Sampling Procedures (Explain the sampling methods and procedures and specify the eventual sample size of the study).

3.6 Data Collection Methods and Procedures (Outline and justify the methods used to collect data e.g. semi-structured interviews, document analysis, focus group interviews, open or closed questionnaires, lesson observations etc., and to whom were the methods administered).

3.7 Data Analysis Procedures (Explain how raw data is treated to uncover the answers to research questions)

3.8 Validity and Reliability/Trustworthiness (Explain the methods used to ensure the validity and trustworthiness of tools, data and answers, such Pilot testing, member checking, triangulation, etc.)

3.9 Ethical Considerations (Explain the ethical principles that you will consider in ensuring that your research is conducted in an ethical manner. Common principles includes; informed consent, voluntary participation, confidentiality, beneficence, etc.)

3.10 Chapter Summary

CHAPTER 4: DATA PRESENTATION, ANALYSIS INTERPRETION AND DISCUSSION OF FINDINGS

4.1 Introduction (Introduces Chapter 4 and its structure)

4.2 Overview of the Research sites/Biographical information of Participants (Provide an overview of the research sites and participants or any description that is of value to the research questions or discussion).

4.3 Presentation of Data (Present themes and subthemes guided by the research questions).

4.4 Interpretation and Discussion of Findings (interpret and discuss The findings you have presented to arrive at ultimate answers to your research questions).

Discuss in relation to the literature you cited in chapter 2 of your research proposal.

4.5 Summary

CHAPTER 5: SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

5.1 Introduction (Introduces Chapter 5 and its structure)

5.2 Summary of the findings (provide a summary of the findings you have established)

5.3 Conclusions (explain the implications of the findings/their relevance/applicability).

5.4 Recommendations (provide recommendations in relation to the conclusions and findings).

5.5 Chapter Summary : Give highlights of this chapter

E .Research Project Appendices

Students should attach the samples of the following documents common appendices include:

- Clearance/introductory letter from IUM to carry out the study
- Letter of permission to carry out the study from the school/s or organization/s where the study is/was carried out.
- Informed consent forms
- Blank (not filled) samples of data collection tools: Eg. questionnaires, interview guide and observation schedules, etc.)
- The appendices must have been cited in the report.

Disclaimer: the Supervisor reserve the right to ask for completed data instruments such as questionnaire or interview audios.

F. Sample of a Research Project Cover Page

INVESTIGATING THE ATTITUDES AND THE PERCEPTIONS OF
SECONDARY SCHOOL LEARNERS TOWARD GROUP WORK ACTIVITIES
ON THEIR ACADEMIC PERFORMANCE AT ELIM CIRCUIT.

A RESEARCH PROJECT SUBMITTED TO THE INTERNATIONAL
UNIVERSITY OF MANAGEMENT IN PARTIAL FULFILMENT OF THE
REQUIREMENTS FOR THE BACHELOR OF EDUCATION HONOURS
DEGREE IN SECONDARY EDUCATION
OF THE

INTERNATIONAL UNIVERSITY OF MANAGEMENT

BY

MARIA EMILIA PETRUS

STUDENT NUMBER: 202037448

SUPERVISOR: DR. MARIA PETRUS

JANUARY 2023

G. Sample of a Declaration Statement

I (full name of student), do hereby declare that this project titled: (insert title), is my own work. I also affirm that no part of this work was published before except those sources that have been duly cited and referenced. The work has never been submitted to any institution, college, or university for awarding of the degree.

Student's Signature:.....

Date:

Supervisors' approval on authenticity and conformity to IUM undergraduate guidelines

Supervisor's Name:

Signature:

Date:

H. Research Project Marking Rubric – ELMP, PGDEs, BHESE, BHEPS & BHEPJ

FACULTY OF EDUCATION

Research Project Marking Rubric – ELMP, PGDEs, BHESE, BHEPS & BHEPJ

Names of Student:
Qualification registered for:
Research Title:

Student No:
Year:

Assessment Criteria	Comments	Marks allocation
Preliminary pages: Properly written, formatted and completed (Title page/Cover page Abstract, Acknowledgements, Dedication, Declaration, The Table of Contents, etc.)		/5
Background of the study: Clear and focused, relevant to the topic and supported by recent literature.		/5
Statement of the problem: research problem well stated/gaps established/brief description of the research concerns.		/5
Research questions/		
Objectives/hypotheses: Clearly stated, relevant to the topic/achievable.		/5
Significance of the study: Importance of the study to the field well stated.		/5
Delimitations and Limitation of the study: The multiple boundaries of the study are clearly indicating the factors that impacted or influenced the application or interpretation of the results of your study.		/5

<p>Literature review</p> <p>Relevance, very detailed, information is well presented, relevant topic, linked to the topic/ research questions/objectives</p>		/15
<p>Appropriateness of the methods and their application: Relevant methods used, well understood, well-applied data used.</p>		/15
<p>Data analysis and discussion: Findings well presented in appropriate formats, relevant presentation formats for the design used, findings well discussed, discussion supported by literature and verbatim, research questions answered.</p>		/15
<p>Summary of findings: Main findings well described, relevant to the research question, written clearly.</p>		/5
<p>Conclusion and Recommendations of the study: Implications of findings to the field or society clearly stated and Appropriate recommendations made, relevant to the conclusions and findings, specific to individuals or entities.</p>		/5
<p>Presentation: Style and use of language, tables, figures, length of project, etc.</p>		/5
<p>Citation and Referencing style:</p> <p>APA citation and referencing style appropriately used.</p>		/5
<p>Appendices : Appendices are attached (<i>e.g. research instruments, consent letter for participants, permission letter</i>)</p>		/5

Summary by examiner: <hr/> <hr/> <hr/> <hr/>	TOTAL MARKS	/100
Pass/Fail		

Name of examiner _____
 Designation: _____
 Signature of examiner _____ Date: _____

Name of moderator: _____
 Signature of moderator _____ Date: _____

Moderator's Comments



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