



MUHABURA INTEGRATED POLYTECHNIC COLLEGE

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FINAL PROJECT WRITING GUIDELINES POLICY

STRIVING FOR EXCELLENCE COLOSSIANS 3:23

LIST OF ABBREVIATIONS

ICT: Information and Communication Technology

VPAT: Vice Principal Academics and Training

APA: American Psychological Association

MIPC: Muhabura Integrated Polytechnic College

TABLE OF CONTENTS

LIST OF ABBREVIATIONS.....	1
TABLE OF CONTENTS.....	2
Motto.....	3
Vision.....	3
Mission.....	3
Philosophy	3
Values	3
Goals.....	4
PART 1: GENERAL REGULATIONS.....	5
SECTION 1: NATURE OF THE PROJECT.....	5
SECTION 2: CHOOSING THE PROJEC TOPIC	5
SECTION 3: SUPERVISION OF THE PROJECT.....	5
SECTION 4: PROJECT SUBMISSION	5
SECTION 5: PRESENTATION OF THE PROJECT	6
SECTION 6: THE PROJECT EVALUATION	6
SECTION 7: AUTHORITY TO DEPOSIT THE CORRECTED VERSION OF THE PROJECT TO THE LIBRARY.....	7
PART 2: REGULATIONS ON THE FORMAT OF THE PROJECT	7
SECTION 8: LANGUAGE, SIZE OF PAPER, CHARACTER SIZE (FONT), LINE SPACING, AND MAXIMUM NUMBER OF PAGES	7
SECTION 9: THE MAIN PARTS OF THE PROJECT	7
SECTION 10: DESCRIPTION OF EACH PART OF THE PROJECT.....	8
APPENDICES	15
Appendix 1: Declaration and Authority to submit form.....	15
Appendix 2: Criteria for the evaluation of a project	17
Appendix 3: Cover Page	20

INTRODUCTION

Muhabura Integrated Polytechnic College (MIPC) is an institution opened in 2014 by Anglican Church of Rwanda, Diocese of SHYIRA. The idea of creating such kind of Institution is triggered by following objectives

1. To provide technical and professional programs for students who wish to develop competencies in specific career areas or to upgrade their skills.
2. To support economic development by providing job-specific programs for business, industry, hotels, and other organizations.
3. To provide developmental education courses for students who need basic academic skills.

Motto

“Striving for excellence...”

And whatever you do, do it heartily as to the Lord and not to men. Colossians 3:23

Vision

To be the premier source for education, workforce training, partnerships and economic development.

Mission

To provide innovative educational environments, opportunities, and experiences that enable individuals, communities, and the region to grow, thrive, and prosper.

Philosophy

We act to foster inclusion education and promote excellence in all that we do. We commit to approach all decisions with integrity, kindness and generosity both on and off campus.

Values

1. Commitment
2. Respect
3. Excellence
4. Accountability
5. Diversity

Goals

1. Ensure the students access and increase enrollment facilities.
2. Inspiring students' success and enabling to achieve their life skills for the labor market and entrepreneurial skills.
3. Ensure high quality programs and services.
4. Sustain environmental relationship in education.
5. Reinforce continuing education and community service.
6. To develop and implement a student welfare policy.
7. To develop and enhance library services.
8. To generate income and develop projects to support smooth learning of the college.
9. To promote a culture of entrepreneurial and business, technical skills among students.
10. Ensure students access to ICT services

PART 1: GENERAL REGULATIONS

SECTION 1: NATURE OF THE PROJECT

Article 1: For Advanced Diploma Programme, the final year project which is assigned **15 credits** is comprised of a project report. Project may be about applications and/or experimentations of knowledge and skills, making some contribution of knowledge relevant to a particular discipline and pertinent to the needs of the community. The project is integral and compulsory part of a student's programme. They must be submitted on the time specified in MIPC Academic regulations. Projects shall be student's original work.

SECTION 2: CHOOSING THE PROJEC TOPIC

Article 2: Candidates shall identify a project topic in consultation with the assigned supervisor, and then prepare a project proposal indicating the title, student(s) names and registration number, supervisor(s) names, background, objectives, justification and methodology, within one month of the first semester of the final year.

SECTION 3: SUPERVISION OF THE PROJECT

Article 3: The project is supervised by a supervisor appointed by the Head of department and approved by the Vice Principal Academics and Training. Supervisors of projects shall be from MIPC academic teaching staff or from accredited and relevant high learning institutions, and shall be chosen on the basis of their qualifications and competences.

SECTION 4: PROJECT SUBMISSION

Article 4: The candidate must complete the project work and submit **three copies** of the project report to the department, through his/her supervisor, at least four weeks before the end of the second semester final exams.

Article 5: The written declaration by the students and the supervisor's authority to deposit the Project Report to the department ready for defense shall use the declaration form (**See appendix 1**).

Article 6: Non-submission of the project report on the due date stipulated in the article 5 of these guidelines shall result in award of a ‘zero’ mark. No extension to the project submission deadline will be accepted except in exceptional conditions with a proof and approval of the Vice Principal Academics and Training (VPAT).

SECTION 5: PRESENTATION OF THE PROJECT

Article 7: The presentation of the project report shall be conducted in front of a panel in public where the public will be able to ask questions at the end of the presentation. Note that questions asked by the public will not count for the evaluation of the project by the panel.

Article 8: The projects will be assessed in accordance with written Institution’s rules, which shall also provide guidance on the distribution of marks.

Article 9: The student passes if he (she) scores at least 60% in his/her project.

SECTION 6: THE PROJECT EVALUATION

Article 10: Project evaluation panel shall be appointed by the Head of department. The panel shall be comprised of two evaluators who must belong to the teaching staff (permanent or visiting) of the department and the supervisor of the project.

Article 11: The appointment of the project evaluation panel members, namely the **principal evaluator** and **co-evaluator**, shall be done by the Head of department.

Article 12: After project evaluation, the panel meets to assess and declare that the candidate has passed or should re-do the project. The Supervisor or the co- supervisor is part of the evaluation panel. Marks shall be reported on specified form approved by the institution.

Article 13: The student passes if he (she) scores at least - 60% in his/her project. A candidate who fails in the project will be allowed to do a supplementary project and complete it not later than the following academic year. The maximum mark that can be awarded to a supplementary project is 50%.

Article 14: The Project shall be marked according to the **criteria** indicated on the approved form (see **appendix 2**).

Article 15: The Panel members **shall mention or announce the marks** to the student or to the audience. The marks for the written and oral presentation of the project shall be

summarized by the Co-evaluator of the Panel after which the principal evaluator shall immediately submit them to the Head of Department.

SECTION 7: AUTHORITY TO DEPOSIT THE CORRECTED VERSION OF THE PROJECT TO THE LIBRARY

Article 16: The corrected version of the Project report shall be deposited to the library within two weeks after project evaluation. **Only projects that have scored 70% will be presented in library** for use for reference while others that have scored below will be kept for evidence.

PART 2: REGULATIONS ON THE FORMAT OF THE PROJECT

SECTION 8: LANGUAGE, SIZE OF PAPER, CHARACTER SIZE (FONT), LINE SPACING, AND MAXIMUM NUMBER OF PAGES

Article 17: The language to be used is English written in continuous prose form not just as short bulleted notes.

Article 18: The size of paper to be used must be A4. Type of font is “**Times New Roman**”. The size of the characters (i.e. font size) shall be **12**. **Title font size shall be 14**. Chapter headings and main subheadings are typed in UPPER-CASE (CAPITAL) letters. Line spacing must be 1.5. Margins at the top, bottom, and right-hand sides must be 25 mm (1 inch), while left-hand margin should be not less than 30 mm (1.25 inch). All headings and sub-headings are aligned to the left-hand margin including the information falling under them. Indentations tend to cause numerous problems, and waste paper, and they should be avoided. However, Chapter headings can be aligned to the Left-hand margin or Centered consistently. Each chapter starts on a new page. Spiral binding is not allowed for any officially submitted Project. The project shall comprise **a total of 35-50 pages** excluding the appendices.

SECTION 9: THE MAIN PARTS OF THE PROJECT

Article 19: The first part of the Project shall consist of the following sections:

1. Cover page
2. Declaration
3. Dedication (optional)
4. Acknowledgements
5. Abstract
6. Table of contents
7. List of symbols, and abbreviations/acronyms
8. List of tables
9. List of figures and photographs

The *First part* shall comprise **about 10 pages**

Article 20: The Second Part of the Project shall consist of the following parts:

1. Chapter 1: Introduction
2. Chapter 2: Literature review
3. Chapter 3: Methodology
4. Chapter 4: Design and Analysis of Results
5. Chapter 5: Summary, Conclusion and Recommendations
6. References
7. Appendix

The *Second Part* shall comprise **25-40 pages** excluding the Appendices.

SECTION 10: DESCRIPTION OF EACH PART OF THE PROJECT

Article 21: Description of the “FIRST PART: PRESENTATION OF THE PROJECT”

A. COVER PAGE

This is the First Page of the Project with the title of the project in the **Centre** of the page. It **must** bear the emblem (logo) of MIPC.

It should consist of the following:

- i. Muhabura Integrated Polytechnic College (in **UPPER-CASE LETTERS**, and **BOLD** Times New Roman 16).
- ii. Department (in CAPITAL LETTERS and bold)
- iii. Title of the project in the center of the page (In **UPPER-CASE LETTERS** and **BOLD** times new roman 14). The title should not exceed 17 words.
- iv. Submitted in Partial Fulfillment of the Requirements for the Advanced Diploma in (**mention the correct official name of the programme in Lower-case letters, not bold**).
- v. Presented by: Names of the Students (in **BOLD**). SURNAME (in UPPER-CASE), First Name (in Lower case letters New times Roman 14) on right side
- vi. Supervisor: SURNAME (in UPPER-CASE, bold), First Name (in Lower case letters, not bold), of lower font size than for the name of the Student on the left side same level as student’s names
- vii. Co-Supervisor: As for Supervisor (if there is any)
- viii. Place, Month, and Year of submission (Small)
- ix. Page borders

Example of format of cover page (see appendix 3)

B. DECLARATION AND AUTHORITY TO SUBMIT BY THE STUDENT

“I do hereby declare that this Project submitted in partial fulfillment of the requirement for the Advanced Diploma in (**mention the Programme**), at Muhabura Integrated Polytechnic College, is my original work and has not previously been submitted elsewhere. Also, I do declare that a complete list of references is provided indicating all the sources of information quoted or cited.

Example of format (see appendix 1)

C. DEDICATION

It must not exceed half a page.

D. ACKNOWLEDGEMENTS

It must not exceed one page

E. ABSTRACT

It must contain 100-200 words. It must be concise but comprehensive covering all major aspects of the project including the Background to the study, Problem Statement, Objectives, Hypothesis, Significance (Rationale), Methodology, Presentation of results. An abstract emphasizes on what was accomplished.

F. TABLE OF CONTENTS

All the titles of the chapters and other sections of the Project must be listed and the page number where they begin should be indicated. The sections in the “First Part: Presentation of the Project” are paginated in **Roman Numbers**. The sections in the “Second Part: Structure of the Project” are paginated in **Arabic Numbers**.

G. LIST OF SYMBOLS AND ABBREVIATIONS/ACRONYMS

They must be sorted alphabetically.

H. LIST OF TABLES.

Use Arabic numbers to label the tables e.g. table1. Indicate the page number where the tables first appear in the list of tables.

I. LIST OF FIGURES AND PHOTOGRAPHS

Use Arabic numbers to label the figures e.g. figure 1. Indicate the page number where the figures first appear in the List of Figures.

Article 22: Description of the “SECOND PART: STRUCTURE OF THE PROJECT

CHAPTER 1: INTRODUCTION

Introduction shall comprise the following sections:

1. Background
2. Statement of the problem (Problem statement)
3. Project objectives (Main objective and Specific objectives)
4. Hypothesis of project (where applicable)
5. Scope of the project
6. Methodology and techniques
7. Organization of project.
8. Significance of the project

CHAPTER 2: LITERATURE REVIEW

Read critically the literature (i.e. books, journal articles, etc) about the various researches, and projects previously done in relation to your subject. This chapter will cover: the literature review, theoretical review, concept framework and empirical review.

CHAPTER 3: METHODOLOGY

Indicate in details the various procedures that will be followed during the project implementation process. The language used in methodology section shall be in the **future tense**. Methodology section includes the description of the following parts:

1. Study Area (Where the project will be done.)

2. Study Design

3. Study population (where applicable)

4. Study sample (where applicable)

5. Sampling strategy (where applicable)

6. Data collection methods and procedures to be used

Show how the data will be collected. i.e. Laboratory diagnosis, Instruments to be used, and Pre-testing of Instruments, Observation, different types of questionnaires etc.

7. Data analysis

i. Mention the techniques to be used, e.g. percentages, descriptive statistics (i.e. mean, standard deviation, etc.), graphs, tables, use of computer with named software (programmes).

ii. What will be considered in the analysis e.g. percentages (i.e. frequencies) of various (named) variables, association between (cross-tabulation of) two or more named variables, etc.

8. Problems and Limitations of the project

Mention the problems and limitations you anticipate to adversely affect your project and the conclusions and recommendations you make. The technical aspects that are not expected, or are not considered to be the best under normal conditions with that type of project, but have to be used for some stated reasons, are also to be mentioned. This would pre-empt (i.e. avert) questions and doubts when the work is done and the results are given.

9. Ethical Considerations

The conduct of the project must observe the principles that are considered correct both technically and morally in that type of project.

CHAPTER 4: PRESENTATION AND ANALYSIS OF RESULTS

Explain how the data shall be presented/ designed, analyzed, and interpretation of results. The presentation format of data is designed basing on the data collection instruments.

CHAPTER 5: SUMMARY, CONCLUSION AND RECOMMENDATIONS

Indicate if the objectives of the project have been achieved. The summary of results is to recapitulate the outcome of the project in line with stated objectives; and this serves as a basis for conclusions and recommendations to be drawn from the project.

REFERENCES

Referencing is a standard way of acknowledging the sources of information (e.g. books, publications from journals, etc.) that have been used in preparing the report. Referencing serves two main purposes:

- i) To avoid plagiarism and
- ii) To enable the readers to access the referred sources for more detailed information.

Two basic components of a referencing system

Although there are many ways of making references, they all have two basic components. These are:

- i) **In-text citations:** These are the sources of information mentioned in the text of a report. e.g. (Harerimana, 2010), or 1, or (1).
- ii) **List of references (i.e. REFERENCES):**

This is a list of all and only the sources of information mentioned in the text and it is placed towards the end of project report, before any appendixes.

Referencing system at MIPC

The following is the description of referencing system.

REFERENCING SYSTEM	ALSO CALLED	FEATURES OF THE SYSTEM
<p>1. Harvard System <i>(Much Easier to use and most recommended)</i></p> <p>2. APA Style</p>	<p>Author-Date System</p>	<p>a) Cites references by the Authors names and Year in the text.</p> <p>b) It follows the alphabetical order of authors' names without numbering them in the reference list.</p> <p>c) Full citation of a book in the reference list: Authors, Year of publication. <i>Title of book</i>, Place of publication, Publisher. Page numbers.</p> <p>d) Full citation of a Journal Article in the reference list: Authors, Year, Name of article, <i>Name of Journal</i>, Volume No., Page numbers.</p>

APPENDICES

Appendix 1: Declaration and Authority to submit form

DECLARATION AND AUTHORITY TO SUBMIT THE PROJECT

Names of Student:

Title of the Project:

|

a. Declaration by the student

“I do hereby declare that this project submitted in partial fulfillment of the requirement for the Advanced Diploma in (Mention the program) at Muhabura Integrated Polytechnic College (MIPC), is my original work and has not previously been submitted elsewhere. Also, I do declare that a complete list of references is provided indicating all the sources of information quoted or cited.

Date and Signature of the student

.....

b. Authority to Submit the Project

Names of Supervisor:

I in my capacity as Supervisor, I hereby authorize the student to submit his Project to the department ready for presentation.

Date and Signature of the Supervisor

.....

Appendix 2: Criteria for the evaluation of a project

EVALUATION FORM FOR DISSERTATION

On the _____

The panel of the Faculty of _____

Gathered in the meeting room of MIPC in conformity with the General academic Regulations and processed on assessment of dissertation presented by Mr/Mrs/Miss

Registration N° _____, Department of _____
Option _____

On the topic:

Afterward, the panel has given out the following observations:

Accordingly, the panel accepted/refused the dissertation and granted: gave to the candidate the grade of _____/20

The panel members

The Panel President

The Dissertation Supervisor

The Examiner

Signature

Signature

Signature

Approved by the Dean of the Faculty

Date, Signature and Stamp

Dissertation Assessment and Marking Sheet

Evaluation of the Dissertation Oral Presentation

Student Name and Surname:
Academic year:
Title of Dissertation:
.....
Marker's Name:

Details of the assessment

Domain	Criteria to consider	Marks obtained	Maxima
Physical presentation	1. Neatness of the student 2. Body language during presentation (attitude adopted in front of the jury)		3
Elocution	1. Fluency 2. Flow of ideas		5
Background material used	1. Types and quality of background material utilized during presentation (power point presentation, video, pictures, etc.) 2. Use of those material to support the ideas defended		2
Time management	1. Use of the time allocated during initial presentation and whenever the candidate is to answer a question with time limit		5
Capacity of answering the questions	1. Accurate answers to the questions asked 2. Attitude adopted in front of difficult questions		5
Relevant of the initial presentation made	1. The way the presentation was summarizing the information within the dissertation report 2. Logical arrangement of the information to be presented		5
Total			25

Date and Signature

_____ / _____ / _____

Dissertation Assessment and Marking Sheet

Evaluation of the Dissertation Oral Presentation

Student Name and Surname:
Academic year:
Title of Dissertation:
.....
Marker's Name:

Details of the assessment




Domain	Criteria to consider	Marks obtained	Maxima
Problem Statement and Methodology	<ul style="list-style-type: none"> Validity and relevance of the subject; Clarity of the research problem/question and associated objectives, with a comprehensive and persuasive rationale; Appropriateness of the selection of, and justification for, the methodology adopted. 		20
Literature review and conceptual framework	<ul style="list-style-type: none"> Evidence of a comprehensive knowledge and full critical review of the literature relevant to the study; Development of a coherent and fully justified conceptual framework to underpin the research undertaken. 		10
Data collection, analysis, findings and conclusions	<ul style="list-style-type: none"> Appropriateness of selection and implementation of data collection methods; Clarity and extensiveness of evidence of a high level of analysis using appropriate techniques; Clarity of presentation of findings and logic in conclusions made. 		30
Grammar and communication of ideas (flow of ideas)	<ul style="list-style-type: none"> Conformity to all the required specifications of MIPC with regards to dissertation writing; Layout in terms of structure and logical argument; Use of English/French (lucid style of expression, with no imprecise and/or incorrect statements, Logic flow of ideas; Orthography. 		10
Overall presentation of the document	<ul style="list-style-type: none"> The binding, margins, quality of the paper, quality of the printing, aesthetic, etc. 		5
Total			75

Date and Signature

Appendix 3: Cover Page

MUHABURA INTEGRATED POLYTECHNIC COLLEGE



FACULTY OF

DEPARTMENT OF

**THE IMPACT OF INTERNAL CONTROL ON THE
PROFITABILITY OF FINANCE COOPERATIVE**

**CASE STUDY: UMURAVA SACCO BIGOGWE (2014-2017) (if
applicable)**

A Research Project Submitted to ~~Muhabura~~ Muhabura Integrated Polytechnic College in
Partial Fulfillment of the Requirements for the Award of Advanced Diploma in
Accounting

By:

Reg.No.....

Supervised by:

~~Musanza~~ Musanza, December, 2021

Approved by Academic Senate meeting of 05th August 2021

Rev. Vital MANIRAKIZA, Principal