

- Body of the report
 - Introduction
 - Methodology
 - Results
 - Discussion
 - Conclusions
- References
- Annexes

Arrangement of Research Project Report

Cover Page

The institute requires that the report be hard bound BLACK with gold lettering. The title which appears on the cover will be in UPPER CASE only (Times New Roman; Regular; 18 pt.). The author's name will also be in upper case, Times New Roman; Regular; 14 pt (Appendix 02).

Title Page

The title page should contain the following information (Appendix 03):

- The title of the report,
- Name of the institute,
- Name of the University,
- Name of the degree programme for which the report is submitted,
- Full name and the registration number of the candidate,
- The supervisor's and co supervisor's (if any) name with qualifications

Declaration

Candidates are expected to include a signed declaration (Appendix 4).

Acknowledgement

This page makes reference to the guidance received by the student from his or her supervisor(s) and other relevant parties. Reference should also be made to any financial assistance received to carry out the study. Any assistance received by the student such as word processing, data collection, data analysis project and so on, should be properly acknowledged. The acknowledgement should not exceed ONE page.

Contents Page

The content page must list and provide page references for subsequent sections of the report.