

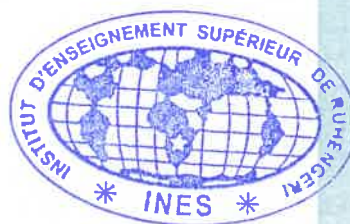
**INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE
RUHENGARI**

Accredited by Ministerial Order N° 005/2010/Mineduc of 16 June 2010



Scientia et Lux

**GUIDELINES FOR DISSERTATION
AND THESIS WRITING**



Musanze, February 2025

B.P. 155
Ruhengeri
Rwanda

T : +250 788 90 30 30
: +250 788 90 30 32
E : info@ines.ac.rw
W : www.ines.ac.rw



TABLE OF CONTENTS

TABLE OF CONTENTS	i
PHILOSOPHY OF INES-RUHENGERRI	1
MOTTO.....	1
VISION	1
MISSION.....	1
1.1. INES-Ruhengeri' Core Qualities	1
1.2. Strategic objectives.....	1
1.3. Quality Principles for Achieving Degree Awarding Powers	2
1.4. Concept of a University of Applied Sciences.....	2
1.9. Fostering High-Quality Final Year Dissertations	3
2. DISSERTATION DOCUMENT	3
2.1. APPEARANCE	4
2.1.1. Paper	4
2.1.2. Type of machine/Software.....	4
2.1.3. Font size and style	4
2.1.4. Line spacing	4
2.1.5. Headings	4
2.1.6. Paragraphs.....	4
2.1.7. Pages Breaks	5
2.1.8. Binding	5
2.2. FORMAT/LAYOUT	5
2.2.1. Margin	5
2.2.2. Page numbering	5
2.2.3. Justification	6
2.2.4. Figures and tables.....	6
2.2.5. Symbols, units and equations.....	7
2.2.6. Oversize material	7
2.2.7. Photographs.....	8
3. RESEARCH PROPOSAL.....	9
3.1. Problem statement	9
3.2. Research Objectives	9
3.3. Research Questions	10
3.4. Research Hypotheses	10
3.5. Motivation.....	11
3.6. Significance of the Study	11
3.7. Study delimitation	11
3.8. Methodology / Materials and Methods.....	12
3.9. Organization of the Study.....	13
3.10. Schedule.....	13
3.11. Budget	13
3.12. References.....	13
4. ARRANGEMENT AND CONTENTS	13
4.1. Arrangement.....	13
4.2. INES-Ruhengeri Cover Page Requirements	14
4.3. Title page	15



4.4. Acknowledgements	15
4.5. Abstract.....	15
4.6. Table of contents and lists of figures/tables/abbreviations/appendices	15
4.7. Body of the Text	16
4.8. References.....	3
5. REFERENCING	4
5.1. Writing a complete reference of a journal / paper / article	4
5.2. Writing a complete reference of books.....	5
5.3. Article or chapter in an edited book.....	5
5.4. Unpublished works.....	6
5.5. Online resources.....	6
5.6. Reprints.....	6
6. SUBMISSION OF DISSERTATION AND THESIS	7
7. ASSESSMENT PROCEDURES AND GUIDELINES	7
7.1. Plagiarism	7
7.2. Assessment procedures	7
7.3. Assessment criteria.....	9
8. APPENDICES	1



PHILOSOPHY OF INES-RUHENGARI

INES-Ruhengeri is founded on three core principles: fostering hope, contributing to unity and reconciliation, and promoting sustainable development. These principles are rooted in Christian ethical values and a commitment to critical thinking.

MOTTO

Scientia Et Lux / Shift from Paper to Product

VISION

Understanding and appreciating the interconnectedness of all people is essential for serving the world effectively.

MISSION

INES-Ruhengeri aims to contribute to national and regional development by fostering collaboration between civil society, the private sector, and the public sector. The university provides specialized academic education enhanced by research, focusing on creating competitive enterprises and well-paid employment opportunities.

The mission emphasizes the importance of relevant, high-quality education and the employability of graduates. This mission statement guides the university's Quality Management System (QMS)

1.1. INES-Ruhengeri' Core Qualities

The following fundamental attributes underpin the current success of INES-Ruhengeri:

1. Academic Excellence and Quality
2. Innovation and Entrepreneurship
3. Community Engagement and Partnership

1.2. Strategic objectives

INES-Ruhengeri is committed to providing a comprehensive education that equips students with the knowledge and skills necessary for success. To achieve this, the institution has established the following strategic objectives:



INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGERI

B.P. 155, Ruhengeri, Rwanda

Mob : +250 788 90 30 30, +250 788 90 30 32, **W :** www.ines.ac.rw, **E :** info@ines.ac.rw

1. Deliver high-quality, relevant academic programs that prepare students for success in their chosen fields.
2. Foster scientific research and technological development to drive societal progress and contribute to Rwanda's economic growth.
3. Cultivate skilled professionals who can contribute to Rwanda's economic development and create employment opportunities.
4. Promote the integration of science and culture to foster a holistic understanding of the world and its challenges.
5. Share appropriate skills and knowledge with students, the community, and the broader public to meet national and international standards.

1.3. Quality Principles for Achieving Degree Awarding Powers

To enhance INES-Ruhengeri's capacity for growth and the attainment of Degree Awarding Powers, the following quality principles were established:

1. INES-Ruhengeri maintains a team of qualified, competent, and sufficient academic and administrative staff permanently.
2. The institution possesses adequate, well-equipped infrastructure that supports quality education delivery.
3. The administrative, financial, and academic management of INES-Ruhengeri adheres to the standards and norms of higher education institutions in the region.

1.4. Concept of a University of Applied Sciences

INES-Ruhengeri adopted an applied sciences orientation to address the mismatch between university graduates and labor market needs in the region. This approach, informed by consultations with experts from countries like the Netherlands, Germany, and Switzerland, emphasizes practical learning, real-world problem-solving, and collaboration with industry.

The institution's academic programs are designed to meet both student professional requirements and community development needs. A competence-based educational methodology focuses on integrating theoretical knowledge with practical skills and professional context. Research activities

Accredited by Ministerial Order N° 005/2010/Mineduc of 16 June 2010

Scientia et Lux



at INES-Ruhengeri prioritize applied research in collaboration with the world of work, fostering strong ties with businesses and industries to contribute to regional development.

By implementing this applied sciences approach, INES-Ruhengeri aims to equip students with the skills and knowledge necessary to succeed in the labor market and contribute to the development of the region.

1.9. Fostering High-Quality Final Year Dissertations

INES-Ruhengeri is dedicated to guiding students toward producing exceptional final-year dissertations (FYDs) that showcase their academic growth and ability to apply theoretical knowledge to real-world challenges. By providing a supportive environment that fosters critical thinking, research skills, and effective communication, the institution equips students with the tools necessary for success.

The emphasis on applied sciences and industry collaboration ensures that students' research projects are relevant, impactful, and aligned with regional needs. Through rigorous guidance, mentorship, and access to necessary resources, INES-Ruhengeri empowers students to create FYDs that meet the highest academic standards and contribute to the institution's reputation for excellence.

As a capstone experience, the FYD requires students to conduct in-depth research within a specialized course area and demonstrate their ability to apply acquired knowledge and skills. The project involves submitting a formal report, conducting a demonstration, and delivering an oral presentation. By aligning with the program outcomes, the FYD fosters essential skills such as problem-solving, research, design, teamwork, communication, and ethical understanding. This experience not only enhances students' academic credentials but also prepares them for future professional endeavors.

2. DISSERTATION DOCUMENT

Students must submit their Final Year Dissertations in a professionally formatted, grammatically correct, and well-written style that meets academic standards.



2.1. APPEARANCE

2.1.1. Paper

All Final Year Dissertations must be printed on high-quality, 80g A4 white paper that is acid-free and non-erasable.

2.1.2. Type of machine/Software

Students are encouraged to use a personal computer to write their final-year dissertations. Near-letter quality impact printers or laser-jet printers are preferred; dot-matrix and ink-jet printers are not acceptable. Popular word processing software like Microsoft Word or WordPerfect can be used. For tables, calculations, or other applications, students may utilize software such as Microsoft Excel, Lotus 123, or Access.

2.1.3. Font size and style

A consistent font style must be used throughout the entire dissertation, including the title page, signature page, acknowledgments, bibliography, and appendices. The main text should be in "Times New Roman" font size 12. Footnotes, captions, figures, tables, and other supplementary text may use font size 10.

2.1.4. Line spacing

The line spacing should be set at 1.5 lines. Single spacing is acceptable for acknowledgments, tables of contents, references, appendices, lists of tables/figures, abstracts, quotations, captions, and footnotes.

2.1.5. Headings

Chapter headings must be centered, written in bold capital letters, and placed on a single line with the word "Chapter." The maximum acceptable size for chapter headings is 14 points. Subheadings are in bold, small letters, aligned to the left margin, and in 12-point font size.

2.1.6. Paragraphs

Ensure a single space between consecutive paragraphs. Each paragraph should contain 6 to 9 lines, avoiding paragraphs of 1 or 2 sentences. Avoid placing a heading at the end of a page with less than two lines of text following it. The spacing before paragraphs is set to "Auto," while the spacing after paragraphs is 6 points.



2.1.7. Pages Breaks

Students must use automatic page breaks or section breaks to control where new pages begin. They must also avoid excessive page breaks and check page numbering. Students must consider using section breaks for different headers or footers, and preview their document to ensure proper placement and visual appeal.

2.1.8. Binding

The initial submission of the Final Year Dissertation (FYD) for evaluation and examination should be in temporary binding, such as hole-punching and spiral binding. However, the final submission must be permanently hard-cover binding. The information printed on the cover should be in a font size between 18 and 24 points, with white cover paper and black lettering. (Refer to Appendix A for further details).

2.2. FORMAT/LAYOUT

2.2.1. Margin

When typing a dissertation, students must adhere to the following margin settings (refer to the sample in the appendices):

- **Left:** 3.8 cm (wider margin for binding)
- **Top:** 2.5 cm
- **Right:** 2.5 cm
- **Bottom:** 3.0 cm

All project material, excluding page numbers, must fit within these margins, including tables, figures, graphs, and other elements.

2.2.2. Page numbering

When typing a dissertation, students must adhere to the following guidelines:

- All pages in the manuscript, except the title page, must be numbered. The title page is labeled "i" but not numbered. Preliminary pages, such as the abstract, acknowledgments, and table of contents, should be numbered using lowercase Roman numerals (ii, iii, iv, etc.). The main text pages should be numbered using Arabic numerals (1, 2, 3, etc.).

- Page numbers must be centered within the text area, not the entire page, and placed at the bottom. Given the bottom margin of 3.0 cm, page numbers should appear 1.3 cm from the bottom of the page. Avoid using dashes, periods, underlining, or other marks before, after, or under the page number.

2.2.3. Justification

All text in the dissertation is justified, except for title chapters that are less than one line and centered.

2.2.4. Figures and tables

All illustrations, excluding tables, should be labeled as "Figure" and numbered sequentially (e.g., Figure 2), unless there is only one figure, in which case it should be labeled simply as "Figure." Each figure must have a concise caption describing its content and be cited within the text. Figures should be placed as close as possible to their first textual reference.

Data presented in tables should not be duplicated in figures. Legends for figures should be placed at the bottom. Ensure that figures are self-explanatory and understandable without referring to the main text.

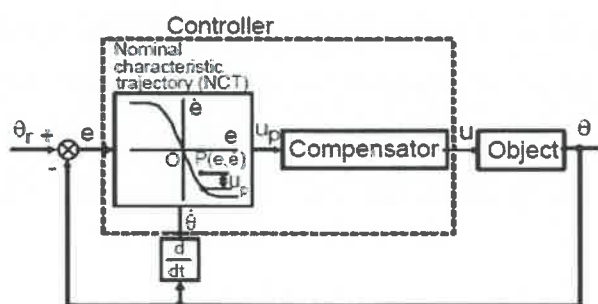


Figure 1: The caption is placed after the Figure

All tables must have a caption or legend and be numbered sequentially unless there is only one table, labeled simply as "Table." Number tables using Arabic numerals in the order they are mentioned in the text. Tables should be placed as close as possible to their first textual reference.

Each table must be referred to in the text as, for example, "Table 1" within brackets, except at the beginning of a sentence where the word "Table" should be written out without brackets. Avoid presenting the same data in both tables and figures. The title of a table should be placed at the top and is concise but fully descriptive of the information contained.

Figures and tables, along with their captions, should be centered aligned. If the caption is more than one line, justify alignment should be used. In the caption or legend, only the word "Figure" or "Table" and its corresponding number should be in bold (refer to the captions for Figure 6 and Table 7).

Illustrations, tables, or figures that span multiple pages should have the caption number and the word "Continued" at the top of each additional page. For example: Table 3 (Continued).

Table 1: The caption is placed before the Table

A	B	C	D
(1)	0.279	0.312	-
(2)	1.68	0.168	0.025

The source of the data is not indicated if the data are from the results of the research being carried out. If the data are from external sources, the name(s) of the author(s) and the year of publication are placed in brackets after the table or figure caption (refer to the reference section).

2.2.5. Symbols, units and equations

All symbols or nomenclatures used in the dissertation are defined upon their first introduction in the text. Commonly accepted standard symbols or acronyms are used. The International System of Units (SI) is used for all measurements. Equation numbers are Arabic numerals enclosed in parentheses on the right margin, if necessary. Equations are cited within the text, for example, Eq. (1) or Eqs. (1)-(3).

Equations begin from the left and are punctuated with commas or periods when they are part of a sentence. For example,

$$\dot{x} = Ax + Bu, \quad (1)$$

$$y = Cx + Du. \quad (2)$$

2.2.6. Oversize material

The specified margins are applied to all oversized, illustrative, and special material described in the following paragraphs.



If a document is oversized, it can be reduced using a digital scanner to fit within the required 8.5 x 11-inch page margins. The scanned image can then be resized and printed to the appropriate dimensions. This digital method ensures high-quality results and eliminates the need for physical trimming and mounting. The scanned image can be saved electronically as the original for making copies for filing.

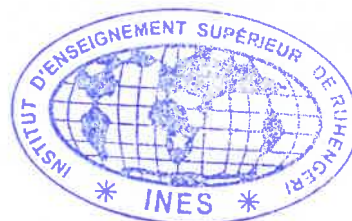
When working with oversized material that cannot be reduced to standard page margins, students must consider the following digital approaches:

- Scanning the material at a high resolution to capture necessary details.
- Using image editing software to crop and resize the scanned image.
- Convert the image into a PDF format.
- Applying the specified margins and ensuring correct page number placement.
- If physical submission is required, students must carefully fold the oversized PDF document to fit within standard binding dimensions.

2.2.7. Photographs

All photographs must be submitted in one of the following formats:

1. If the photograph size conforms to the margin requirements, submit a page with the actual photograph.
2. If the photograph is smaller than A4 size, paste it onto a standard sheet of paper, ensuring it adheres to the margin requirements. Photocopy the pasted page in black and white or color, as appropriate. Pasted-up pages will not be accepted. High-quality photocopies with high contrast are essential.
3. Scan photographs using high-resolution scanners and reprint them as needed using suitable computer software. This method allows for adjustments to size, margins, color, and contrast.





3. RESEARCH PROPOSAL

The research proposal provides a comprehensive overview of the research project, including background information, the problem statement, objectives, research questions or hypotheses, delimitation, motivation, and organization. The methodology section details the research design, data collection methods, data analysis procedures, timeline, budgeting, and ethical considerations.

The research proposal is written in the future tense. However, the general introduction in the final document is written in the past or present tense. The methodology section in the final document is more detailed (Chapter 3), but a summary (one paragraph) can be included in Chapter 1 (General Introduction).

The background of the study provides specific details about the research problem, rather than a comprehensive history of the case. It must include relevant citations and authoritative sources to build a compelling case for the study.

The background section for a 2000-word dissertation is between 200 and 300 words to provide a concise overview of the research topic and its significance.

The background section for a 2000-word dissertation should be around 300-400 words to provide more flexibility to delve into the historical context or relevant theories related to your research.

3.1. Problem statement

The research problem should be clearly stated in a concise paragraph. It should identify the specific issue or gap in existing knowledge that the research aims to address. Provide authoritative sources and citations to support the problem statement and demonstrate the need for further investigation.

For a 2000-word dissertation, the problem statement is around 100-150 words to state the research problem and its significance without taking up too much space.

For a 3000-word dissertation, the problem statement is slightly longer, around 150-200 words to give more flexibility to elaborate on the research problem and its context.

3.2. Research Objectives

The research objectives include both general and specific objectives. The general objective outlines the main purpose or goal of the study. Specific objectives, typically presented in bullet points (i, ii,



iii or a, b, c), specify the targets or intentions of the research. All objectives are within the scope of the study.

The general objective is no more than 2-3 sentences long. Each specific objective is no more than 1-2 sentences long. The number of specific objectives depends on the complexity of the research. Typically, there are between 3-5 specific objectives for a 2000-word dissertation.

For a 3000-word dissertation, the general objective is around 50-100 words. It provides a clear and concise statement of the overall purpose of the study and each specific objective is around 25-50 words, and the number varies between 3-5 specific objectives, depending on the complexity of research.

3.3. Research Questions

The research questions should be based on the specific objectives and designed to elicit informative and insightful responses. Avoid framing questions in a way that elicits simple yes/no answers. Instead, aim to ask open-ended questions that encourage detailed and thoughtful responses.

For example, instead of asking "Is there a relationship between variable A and variable B? " The research question may be formulated like this: "What is the relationship between variable A and variable B, and how does this relationship impact [relevant outcome]? "

The number of research questions is tailored and aligned with the specific objectives. The length of each research question is appropriate and consistent with the complexity of the corresponding specific objective.

3.4. Research Hypotheses

The hypotheses are attempted answers to the research-specific objectives that are verified or refuted through the study. These hypotheses are based on existing knowledge and theoretical frameworks. They provide a framework for analyzing the data and drawing conclusions.

For example, the research might hypothesize that "There is a positive correlation between variable A and variable B. " This hypothesis can then be tested through data analysis.

It's important to note that hypotheses are not necessarily proven or disproven. Rather, they provide a starting point for the research and help to guide the data analysis and interpretation.



The number of research hypotheses is tailored and aligned with the research questions. The length of each research hypothesis is appropriate and consistent with the complexity of the corresponding research question.

3.5. Motivation

The motivation section explains the reasons why the researcher chose to undertake this specific research project. It should highlight the personal interest, professional goals, or other factors that drove the researcher to investigate this particular topic. The motivation section also provides insights into the researcher's perspective and approach to the study.

For a 2000-word dissertation, the motivation section is around 100-150 words, allowing one to briefly explain the personal interest in the topic and the reasons for conducting the research.

For a 3000-word dissertation, the motivation section is slightly longer, around 150-200 words, giving one more flexibility to elaborate on personal and professional goals related to the research.

3.6. Significance of the Study

The significance of the study clearly outlines the potential benefits and beneficiaries of the research. It identifies the specific individuals, groups, or organizations that will gain from the research findings. It explains how the research results will contribute to their knowledge, decision-making, or practices. This could involve providing new insights, informing policy development, improving practices, or addressing pressing social or environmental issues.

For a 2000-word dissertation, the significance section is approximately 100-150 words. For a 3000-word dissertation, the significance section is slightly longer, around 150-200 words.

3.7. Study delimitation

The delimitation of the study clarifies the scope and boundaries of the research. It outlines the specific limitations in terms of time, space, domain, or other factors that constrain the generalizability of the findings.

For a 2000-word dissertation, the delimitation section is approximately 50-100 words. For a 3000-word dissertation, it is slightly longer, around 100-150 words.



3.8. Methodology / Materials and Methods

The methodology section in a dissertation is a crucial component that outlines the research design, data collection methods, and data analysis techniques used to address the research question. It provides a clear and detailed description of how the study will be (was) conducted, allowing readers to understand and evaluate the validity of the findings. It should outline the following:

1. **Research Design:** The overall approach or framework used for the study (e.g., qualitative, quantitative, mixed methods).
2. **Data Collection Methods:** The specific methods employed to gather data (e.g., surveys, interviews, observations, experiments).
3. **Sampling:** The procedures used to select participants or samples for the study.
4. **Data Analysis:** The techniques used to analyze the collected data (e.g., statistical analysis, thematic analysis).
5. **Ethical Considerations:** Any ethical issues related to the research and the measures taken to address them.

The methodology section should be written clearly and concisely, providing sufficient detail for others to replicate the study.

3.9 Conceptual Framework

The conceptual framework is a visual representation that summarizes the research. It clarifies the relationships between variables and illustrates the study's overall structure. The key components of a conceptual framework include:

1. **Dependent Variable:** The outcome or variable the researcher aims to explain or predict.
2. **Independent Variables:** Factors believed to influence the dependent variable.
3. **Intermediate Variables:** Variables that mediate the relationship between independent and dependent variables.

While not mandatory, a conceptual framework is a valuable tool for organizing thoughts and communicating the research design to others. The decision to include a conceptual framework depends on the supervisor's guidance.



3.9. Organization of the Study

The subdivision of the study includes the structure of the study, chapter by chapter.

3.10. Schedule

The research plan outlines the steps involved in conducting the research, from topic formulation to final submission. It includes a timeline, resource allocation, and ethical considerations. A well-structured plan ensures efficient and effective research.

3.11. Budget

The budget outlines the financial resources required to conduct the research. It estimates for expenses like equipment, materials, travel, and personnel. A well-prepared budget ensures that adequate funding is available to complete the study.

3.12. References

The research proposal ends with a list of references consulted (see reference section).

4. ARRANGEMENT AND CONTENTS

4.1. Arrangement

The contents should be arranged in the following order:

- a) COVER
- b) TITLE PAGE
- c) DECLARATION OF ORIGINALITY (to be signed by the student)
- d) APPROVAL (to be signed by the supervisor)
- e) DEDICATION
- f) ACKNOWLEDGEMENTS
- g) ABSTRACT
- h) TABLE OF CONTENTS
- i) LIST OF FIGURES
- j) LIST OF TABLES



- k) LIST OF SYMBOLS/ABBRAVIATIONS/TRANSLATIONS/ACRONYMS, etc.
- l) LIST OF APPENDICES
- m) BODY OF THE TEXT
- n) REFERENCES
- o) APPENDICES

4.2. INES-Ruhengeri Cover Page Requirements

The cover page should include the following information in the specified order and format (refer to Appendix A for a visual example):

1. **INES-Ruhengeri:** The institution's name appears in full capital letters at the top of the page, and centered in the middle of the page (not bold).
2. **Logo:** The INES-Ruhengeri logo is shown in the right margin.
3. **Faculty:** The name of the faculty is specified, and centered in the middle of the page (not bold).
4. **Department:** The name of the department is indicated, centered in the middle of the page (not bold).
5. **Title:** The title of the final year project document must be concise, meaningful, and descriptive.
6. **Degree:** State that the dissertation is presented in partial fulfillment of the requirements for the award of a Bachelor's degree in [field of study], and all its lines must be indented in the middle of the page (not bold).
7. **Student Information:** Include the student's full name as registered at INES-Ruhengeri and their registration number, and must be indented in the middle of the page (not bold).
8. **Supervisor:** List the name of the supervisor and co-supervisors, on the left (not bold).
9. **Submission Date:** Specify the place, month, and year of submission (not bold).

Formatting:

- **Font Size:** The title is in 18-point font, and the other text should be in 14-point font.



- **Margins:** The top and bottom margins are 6 cm.
- **Alignment:** All information on the cover page is centered and justified.
- **Binding:** If the dissertation exceeds 6 cm in thickness, it should be bound in two volumes. In such cases, the volume number (e.g., Vol. 1 or Vol. 2) is printed below the title.

4.3. Title page

The information printed on the title page should be the same as the ones on the cover page without the house-style presentation (Appendix B).

4.4. Acknowledgements

The acknowledgment section is optional. It is an opportunity to express gratitude to those who contributed to the dissertation. It must prioritize acknowledgments to the supervisor, academic staff, and personal support network. It must be concise and avoid excessive praise.

For a 2000-word dissertation, it is around 100-150 words. For a 3000-word thesis, it is around 150-200 words.

4.5. Abstract

The abstract provides a concise overview of the research, including a brief description of the literature, the research problem, the objectives, the research methods used, the key findings, and the major conclusions and recommendations. The abstract fits on a single page. It uses a consistent font style, appropriate line spacing (1,5 or 1,15), and justifies the text. For a 2000-word dissertation, the abstract is ideally around 150-200 words. A 3000-word thesis, the abstract is slightly longer, around 200-250 words. The abstract is typically presented in a single paragraph, divided into clear sections that address each of the required elements. The use of bullet points to separate these sections for better readability is permitted.

4.6. Table of contents and lists of figures/tables/abbreviations/appendices

A table of contents (TOC) shows readers the starting page number of each major section and subsection in the document (Appendix G). The topics to be covered in the document must be carefully selected and organized. The flow of the topics to be presented is very important to guide a relatively novice reader in understanding the whole document. To an experienced reader, the TOC gives a quicker way of finding interesting information.



With a similar purpose as the TOC, the lists of figures/tables/abbreviations/appendices enable readers to find the illustrations, diagrams, charts, tables, symbols, and appendix explanation in the document (Appendices H, I, J, and K).

4.7. Body of the Text

The MAIN BODY TEXT should normally be divided into chapters such as (Appendix K):

- General Introduction
- Literature review
- Research methodology / Materials and methods
- Results
- Discussion (Note: Results may be combined with discussion)

Conclusion and recommendations

The main body text of a dissertation is typically divided into the following chapters:

- **General Introduction**
- **Literature Review**
- **Research Methodology / Materials and Methods**
- **Results**
- **Discussion**
- **Conclusion and Recommendations**

The following are some general guidelines for a 2000-word and a 3000-word dissertation:

For 2000-word Dissertation:

- Introduction: 200-300 words
- Literature Review: 800-1000 words
- Methodology: 500-700 words
- Results: 300-400 words





- Discussion: 500-700 words
- Conclusion and Recommendations: 200-300 words

For a 3000-word Dissertation:

- Introduction: 300-400 words
- Literature Review: 1200-1500 words
- Methodology: 700-1000 words
- Results: 400-500 words
- Discussion: 700-1000 words
- Conclusion and Recommendations: 300-400 words

a) General introduction

The general introduction provides a brief overview of the research topic, including the problem statement, objectives, research questions or hypotheses (if applicable), delimitation, motivation, and a concise summary of the methodology. This section serves as a roadmap for the reader, guiding them through the research project.

b) Literature review

The literature review provides a comprehensive overview of the existing research on the topic. It discusses the historical background of relevant theories, identifies any unanswered questions or ambiguities in the literature, and defines key concepts.

Students must use a consistent citation style throughout the literature review and provide accurate citations for all sources of information used. Refer to the reference section for complete bibliographic details.

Students must focus on the literature relevant to the research topic and avoid including irrelevant or tangential information. The primary purpose of the literature review is to provide a foundation for the research and demonstrate the understanding of the existing body of knowledge.



c) Research methodology / Materials and methods

The section is written in a manner that emphasizes clarity, precision, and logical structure, avoiding long or complex sentences. Subheadings can help in organizing the content effectively, but the specific order of the subsections depends on the preferences of the supervisor. It begins by describing the study area, followed by an explanation of the research design, methods of data collection, and the study population.

For experimental research, the section includes a description of the equipment used, detailing the function of each apparatus and how it contributes to the measurements taken. Possible sources of error are discussed, explaining how they were minimized. A description of the materials and processes used to create the sample must also be provided.

In the case of design synthesis of hardware or software, the section outlines the specific techniques applied in the design. This involves discussing the steps taken to create the hardware or software and how these techniques were integrated to achieve the project's objectives.

For projects focused on the development and application of theory, a detailed explanation of the techniques used to address the problem is provided. If mathematical derivations are too extensive, they are moved to appendices, while the key points remain in the main section. Any experiments carried out to validate the theory must also be documented.

Lastly, the section concludes with statistical analysis, where the methods used to analyze the data, including statistical tests and tools, are described comprehensively. This final part ensures the data's integrity and the conclusions drawn from it are scientifically validated.

The methodology section in legal research should be clear, structured, and concise. It should outline the research approach, data collection methods, and data analysis techniques. For doctrinal research, focus on analyzing legal sources. For empirical research, provide information about the study population, sampling, data collection, and analysis. For comparative research, describe the comparison of different legal systems and the techniques used. If applicable, explain the statistical methods used for data analysis.

d) Results

The results section presents the research findings, concisely, and objectively. Avoid repeating information in tables and figures. Focus on key findings and reserve interpretation for the



discussion. Raw data are placed in appendices. Students must use clear language, well-formatted tables, and figures, and ensure the results are understandable.

Example:

Tables

- **Numbering:** Number tables consecutively in the order they appear in the text.
- **Title:** Place the table number and a descriptive title above the table, centered and in bold.
- **Headers:** Use clear and concise column and row headings.
- **Formatting:** Use consistent formatting for numbers, decimal places, and units of measurement.
- **Lines:** Use horizontal lines to separate the table header, data rows, and footnotes.
- **Footnotes:** Place any necessary footnotes below the table, using superscript numbers to reference them within the table.

Example:

Table 1. Descriptive Statistics for Study Variables

Variable	Mean	Standard Deviation	Minimum	Maximum
Age	35.2	7.8	22	56
Income	\$52,000	\$12,500	\$30,000	\$85,000

Figures

- **Numbering:** Number figures consecutively in the order they appear in the text.
- **Title:** Place the figure number and a descriptive title below the figure, centered and in italics.
- **Labels:** Use clear and concise labels for axes, legends, and other elements within the figure.
- **Formatting:** Ensure the figure is legible, with consistent font sizes and styles.
- **Source:** If the figure is adapted from another source, cite the source below the figure.



Example:

Figure 1. Relationship between Age and Income

[Insert a graph showing the relationship between age and income]

e) Discussion

The discussion section provides an in-depth interpretation of the results, avoiding repetition of the results section. It focuses on analyzing the findings in relation to the hypotheses made and comparing them to previous studies on the topic. Sample calculations can be included to demonstrate the correlation between theory and measurement results. If discrepancies arise between theoretical and experimental results, the research analyzes and discusses possible sources of error. Speculation on the implications of the findings can be included if appropriate. The presentation of data and discussion may be combined into a single chapter.

f) Conclusion and recommendations

A conclusion is not an abstract. It gives a brief overall finding of the study and its significance based on the formulated objectives. One short paragraph is sufficient. Additional discussion shall not be added. The potential applications of the results and recommendations for future work may be included.

4.8. References

- The American Psychological Association (APA) referencing system shall be followed at the standard. However, other referencing styles may be accepted based on the specific requirements of the program.
- References should be cited in the text by the last name(s) of the author(s) and year of publication with a comma between them: For example (Knott, 1987) or (Cochran & Cox, 1957).
- If the citation is the subject of the sentence, only the date should be given in parentheses. For example, Knott (1987) reported that..., Cochran and Cox (1957) defined memoire as....
- For citation of references with 3 or more authors, only the last name of first author followed by et al. (italicized) should be used: (Güneş *et al.*, 2002). If it is a part of a sentence, you wrote Güneş *et al.* (2002) suggested that... If there is more than one reference in the same



year for the same author, please add the letters a, b, etc. to the year: (Jones *et al.*, 2004a, 2004b). If same idea was reported by various authors, references should be listed in the text first chronologically, and then alphabetically, and separated by semicolons: (Knott, 1987; Güneş *et al.*, 2002; Jones *et al.*, 2004a, 2004b).

- Bibliography should be listed at the end of the document in alphabetical order without numbering. The second line of an entry must be hanging at -0.25 from the original margin.
- All authors should be included in reference lists. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). The document should be checked carefully to ensure that the spelling of the author's names and the years are the same in the text as given in the reference list.
- The list of references is not classified or categorized according to the type of material e.g. books, journals, newspapers, or magazines. They have to be mixed. References must be written in the manner explained in the following paragraphs.

Note: OSCOLA is considered the most appropriate writing style for legal research, especially in the UK and Commonwealth countries. It is specifically designed for legal scholarship and provides clear guidelines for citing legal sources accurately and consistently. Therefore, undergraduate and graduate students in Law shall use this referencing style.

5. REFERENCING

In writing references at the end of the document, the last name of the author is required to be written in full as printed in the title page of the reference material, or the page where copyright information is printed. The other names are to be shortened to the initial alphabets only after the name, for example, Ronald Brown => Brown, R.

John Fitzgerald Kennedy => Kennedy, J. F.

References should be formatted as follows (please note the punctuation and the capitalization):

5.1. Writing a complete reference of a journal / paper / article

Author, A. A., Author, B. B., & Author, C. C. (year). Article title. *Journal Title*, volume number (issue number), page numbers.



Examples:

Ogrydziak, D. M. (1993). Yeast extracellular proteases. *Critical Review of Biotechnology*, 13(2), 41-55.

Rindermann, H., & Ceci, S. J. (2009). Educational policy and country outcomes in international cognitive competence studies. *Perspectives on Psychological Science*, 4(6), 551-568.

Uzyol, K. S., Akbulut, B., Denizci, A. A., & Kazan, D. (2014). Land laws in African countries. *Scientific Journal of Land*, 46(1), 327-338.

If volume/issue or page numbers are not available, doi number has to be given. Example

Niyonzima, F. N., & More, S. S. (2014). Purification and characterization of detergent compatible alkaline protease from *Aspergillus terreus* gr. 3 *Biotech*. doi: 10.1007/s13205-014-0200-6.

5.2. Writing a complete reference of books

Author, A. A. (year). *Title of book* (Edition, not required for the first edition). Location: Publisher. Pages (where the information comes from). In case there is more than one place of publication, only the first one should be written.

Examples:

Grubb, M., & Neuhoﬀ, K. (2006). *Emissions trading and competitiveness: Allocations, incentives and industrial competitiveness under the EU emissions trading scheme*. London: Earthscan. pp 230-300.

Jespersen, N. D., Brady, J. E., & Hyslop, A. (2012). *The molecular nature of matter* (6th ed.). Hoboken: Wiley. pp 201-203.

Howitt, D., & Cramer, D. (2008). *Introduction to research methods in psychology* (2nd ed.). Harlow: FT Prentice Hall. pp 145.

5.3. Article or chapter in an edited book

Author, A. A., & Author, B. B. (year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book*. Location: Publisher. Pages.



Example:

Treasure, D. C., Lemyre, P. N., Kuczka, K. K., & Standage, M. (2007). *Motivation in elite sport: A self-determination perspective*. In Hagger, M. S., & Chatzisarantis, N. L. (Eds.). *Intrinsic motivation and self-determination in exercise and sport*. Champaign: Human Kinetics. pp 153-166.

5.4. Unpublished works

- a) Doctoral theses, Master's dissertations and memoire (Unpublished). Name of University, city or country.

Swinton, M. A. (1984). *Family stress in phenylketonuria* (Unpublished doctoral thesis). University of Auckland, New Zealand.

Usaneza, M. P., & John, P. (2017). *Citric acid extraction from Bacillus terreus* (Unpublished memoire). INES-Ruhengeri, Musanze.

- b) Unpublished manuscripts

Author, A. A. (1999). *Title of manuscript*. Unpublished manuscript [or "Manuscript submitted for publication", or "Manuscript in preparation"].

Example:

Geisel, T. S. (2000) *All sorts of sports*. Unpublished manuscript.

5.5. Online resources

Example:

Hendry, L. (2011). *Visual pattern perception - shapes, spatial frequency and gestalt laws* [PowerPoint slides]. Retrieved from

<http://usqstudydesk.usq.edu.au/mod/resource/view.php?id=457749>

5.6. Reprints

Buckley, C. B. (1965). *An anecdotal history of old times in Singapore*. Reprint. Musanze: INES-Ruhengeri Press.

Note: Further information on referencing can be obtained from

["http://www.usq.edu.au/library/referencing/apa-referencing-guide"](http://www.usq.edu.au/library/referencing/apa-referencing-guide)



6. SUBMISSION OF DISSERTATION AND THESIS

Before dissertation defense, one hard copy are be submitted to the department for evaluation. The student would additionally need to submit another copy to the department, give one copy to the supervisor, and retain one. The student should ensure that the dissertation is free of grammatical and typographical errors and that the printing is of standard quality. After evaluations and approval of the final document, the student submits the soft copy of his/her corrected dissertation to the Department, one hard copy to the library, and the soft copy to the Deputy Vice-Chancellor of Academics and Research's office. Then a pdf document will be sent to the Vice chancellery, library, and department emails. The evaluation will be done inline with the General Academic Rules.

7. ASSESSMENT PROCEDURES AND GUIDELINES

7.1. Plagiarism

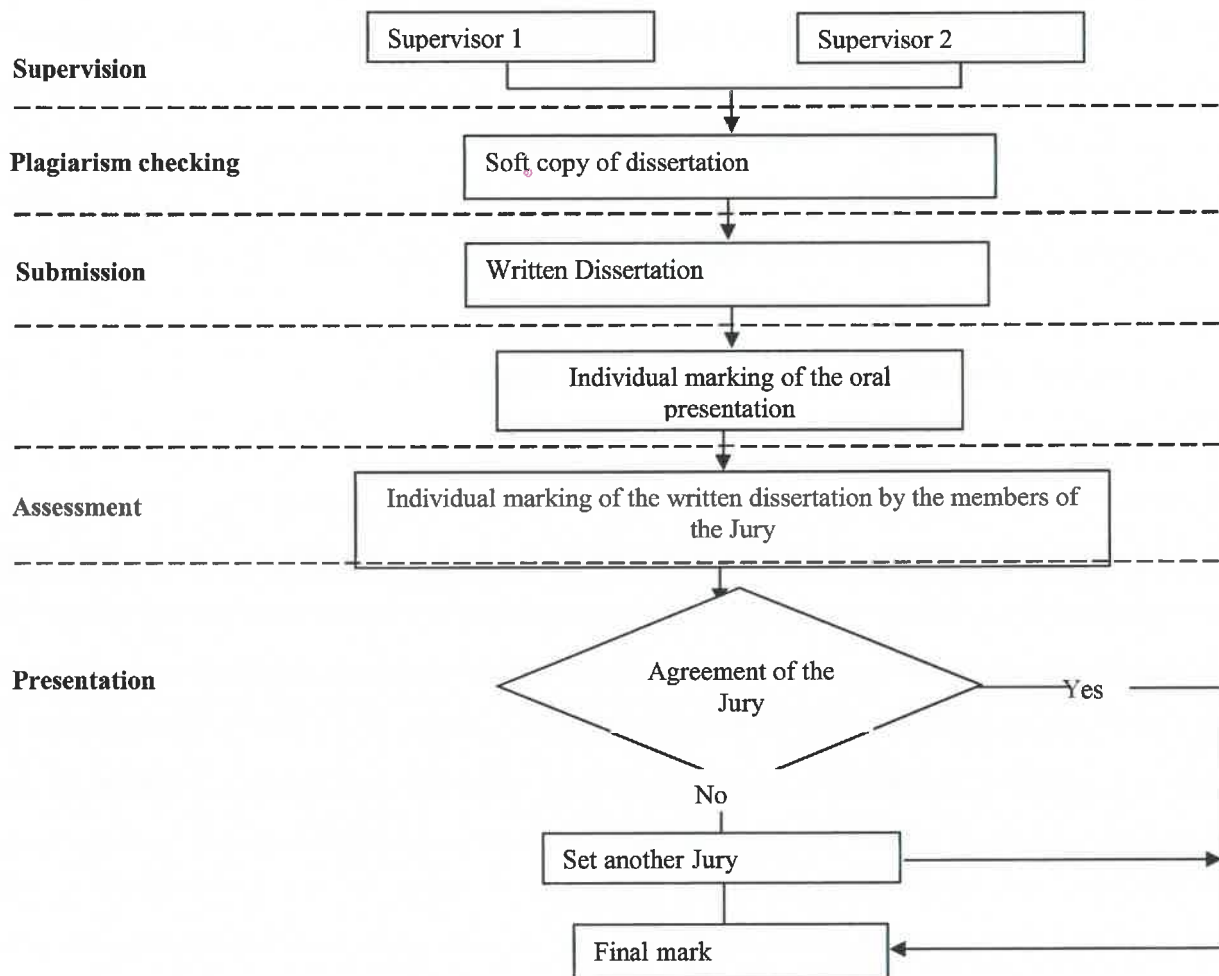
Plagiarism check processes must be followed by all students submitting their project/dissertations. As requested by the Ministry of Education, dissertation supervisors will give advice, comments and suggestions by email trough review (comments and track changes). One time printing will only be done after plagiarism check at the time of dissertation submission. To check the plagiarism, the software will be used and available to the Head of Department. The software gives the details and procedures about the plagiarism check and follow the instructions provided. The report output will be in percentage of plagiarism. To be accepted for submission, it must be free of plagiarism. The entire document report can be viewed in the document viewer, which provides all the details of matches from the text which has been put for the plagiarism check. Head of Department shares the plagiarism report produced in the document viewer and submit it to the Dean along with other documents for approval.

7.2. Assessment procedures

Several different approaches for dissertation assessment are possible. In summary, the dissertation assessment process comprises of four different forms or methods of evaluation, these are research proposal, written dissertation, performance of the student during the research progress (the criteria for assessing the performance of the student may include categories like enthusiasm and self-motivation, time management, communication, record keeping and so on) and an oral presentation.

Usually, written dissertation assessment and oral presentation constitute the main pattern of the assessment process.

The different procedures followed in dissertation assessment process are depicted in the following figure:



As it can be seen in the figure above, there are three assessment steps:

- The first one is the assessment done by the supervisor during research activities and report writing;
- The second is the assessment done by appointed evaluators at the submission of the report;
- The third assessment is done during the report presentation by the jury

The different criteria to be followed in assessment at different steps are presented in the following sections.

7.3. Assessment criteria

Assessment during supervision

During supervision, the research project progress will be assessed by the supervisor(s). Supervisor(s) must be able to ascertain that the written document of the student is worthy of examination both in terms of its content and its technical presentation before the document is submitted for assessment and grading. The document must be completed and submitted prior to the oral presentation. The evaluation of the candidate during the research progress should be based on the following criteria: enthusiasm and self-motivation, time management, record keeping, developing new ideas, reporting and writing skills.

Written memoire

The assessment criteria for a written dissertation embrace four areas of the work which are differently weighted as follows (Appendix P):

- | | |
|--|------------------------|
| • General introduction and literature review | 10% of the total marks |
| • Methodology | 10% of the total marks |
| • Results, discussion and conclusions | 20% of the total marks |
| • Grammar and communication of ideas (flow of ideas) | 5% of the total marks |
| • Overall presentation of the document | 5% of the total marks |

Oral presentation

The oral presentation should be conducted using multimedia tools (e.g. PowerPoint). 10-15 min are allocated for each oral presentation followed by up to 30 min of comments, questions & answers. The oral presentation session will be open to the public.



INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGARI

B.P. 155, Ruhengeri, Rwanda

Mob : +250 788 90 30 30, +250 788 90 30 32, **W** : www.ines.ac.rw, **E** : info@ines.ac.rw

The oral presentation is graded as follows:

• Physical presentation	5%
• Elocution	5%
• Time management	5%
• Capacity of answering the questions	25%
• Innovation	10%

After oral presentation, student has to improve the document as suggested by the panel and get signatures from assessor, president and supervisor before final submission.

8. APPENDICES

In the document, this section contains lengthy materials that are not suitable to be put inside the main text, for example, raw data, equipment, and computer programs.

Done at INES-Ruhengeri, on 20th February 2025



Dr. MAZARATI Jean Baptiste
Chairperson of INES-Ruhengeri Governing Body



INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGARI

B.P. 155, Ruhengeri, Rwanda

Mob : +250 788 90 30 30, +250 788 90 30 32, W : www.ines.ac.rw, E : info@ines.ac.rw

APPENDIX A: COVER PAGE OF THE DOCUMENT

INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGARI

Accredited by Ministerial Order N° 005/2010/Mineduc of 16 June 2010



Scientia et Lux

TITLE OF DISSERTATION

A dissertation presented in partial fulfilment of requirements for
the award of Bachelor's Degree in

.....

By Names:

Reg No.

Supervisor:

Place, Date

B.P. 155
Ruhengeri
Rwanda

T : +250 788 90 30 30
+250 788 90 30 32
E : info@ines.ac.rw
W : www.ines.ac.rw

Accredited by Ministerial Order N° 005/2010/Mineduc of 16 June 2010

Scientia et Lux



INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGARI

B.P. 155, Ruhengeri, Rwanda

Mob : +250 788 90 30 30, +250 788 90 30 32, W : www.ines.ac.rw, E : info@ines.ac.rw

APPENDIX B: TITLE PAGE OF FINAL YEAR DISSERTATION

INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGARI

Accredited by Ministerial Order N° 005/2010/Mineduc of 16 June 2010



Scientia et Lux

TITLE OF DISSERTATION

A dissertation presented in partial fulfilment of requirements for
the award of Bachelor's Degree in

.....

By Names:

Reg No.

Supervisor:

Place, Date

B.P. 155
Ruhengeri
Rwanda

T : +250 788 90 30 30
+250 788 90 30 32
E : info@ines.ac.rw
W : www.ines.ac.rw

Accredited by Ministerial Order N° 005/2010/Mineduc of 16 June 2010

Scientia et Lux



APPENDIX C: DECLARATION OF ORIGINALITY

DECLARATION OF ORIGINALITY

I declare this dissertation (or thesis) entitled “*Title of the Dissertation or Thesis*” is my original work and has not been submitted to any other institution. It is submitted in partial fulfillment of the requirements for a Bachelor's degree with honors in [field of study] at INES-Ruhengeri.

Candidate's Name: FAMILY NAME/Given Names

Candidate's Signature:

Submission Date: E.g September 28, 2024



INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGERI

B.P. 155, Ruhengeri, Rwanda

Mob : +250 788 90 30 30, +250 788 90 30 32, W : www.ines.ac.rw, E : info@ines.ac.rw

APPENDIX D: APPROVAL

APPROVAL

I certify that this dissertation, entitled ".....," is an original study conducted by [student's name] under my supervision and guidance.

Supervisor's Name: FAMILY NAME Given Names

Supervisor's Signature:

Submission Date: September 28, 2024

Accredited by Ministerial Order N° 005/2010/Mineduc of 16 June 2010

Scientia et Lux



APPENDIX E: ACKNOWLEDGMENTS

ACKNOWLEDGEMENTS

Give acknowledgments to any advisory or financial assistance received in the course of your work.

Example:

I would like to express my sincere gratitude to my supervisor, [Supervisor's Name], for his/her invaluable guidance, support, and mentorship throughout this research. His/her expertise and encouragement were instrumental in completing this dissertation/thesis.

I am also deeply indebted to [Names of other academic staff or mentors] for their valuable insights, feedback, and assistance. Their contributions have significantly enriched this research.

I would like to thank my fellow students and colleagues for their support, collaboration, and stimulating discussions. Their encouragement and camaraderie have made this journey a rewarding experience.

Finally, I would like to express my heartfelt gratitude to my family and friends for their unwavering support, love, and understanding. Their belief in me and their constant encouragement has been invaluable.



APPENDIX F: ABSTRACT

ABSTRACT

A summary of the project emphasizing the novelty of the research must be written. If necessary the student can outline the keywords of the research.



APPENDIX G: TABLE OF CONTENTS

TABLE OF CONTENTS	i
DECLARATION OF ORIGINALITY	ii
ACKNOWLEDGEMENTS	iii
APPROVAL	iv
DEDICATION	v
ABSTRACT	vi
TABLE OF CONTENTS	vii
LIST OF CONTENTS	viii
LIST OF FIGURES	ix
LIST OF ABBREVIATIONS/SYMBOLS/ACRONYMS	x
LIST OF APPENDICES	xi
CHAPTER 1: CHAPTER TITLE	1
Section title.....	2
Section title.....	3
Section title.....	4
CHAPTER 2: CHAPTER TITLE	5
Section title.....	6
Section title.....	7
Section title.....	8
REFERENCES.....	9
APPENDICES	10



APPENDIX H: LIST OF FIGURES

Figure 1: Figure title.....	9
Figure 2: Figure title.....	10
Figure 3: Figure title.....	11
Figure 4: Figure title.....	12
Figure 5: Figure title.....	13



APPENDIX I: LIST OF TABLES

Table 1: Table title.....	13
Table 2: Table title.....	16
Table 3: Table title.....	18
Table 4: Table title.....	22
Table 5: Table title.....	27
Table 6: Table title.....	31
Table 7: Table title.....	35



APPENDIX J: LIST OF SYMBOLS/ABBREVIATIONS/ACRONYM

Abbreviation/Symbol/Acronym:

Abbreviation/Symbol/Acronym:

Abbreviation/Symbol/Acronym:

Abbreviation/Symbol/Acronym:

Abbreviation/Symbol/Acronym:

Abbreviation/Symbol/Acronym:

This list includes only the essential symbols used in the dissertation/thesis. Students must avoid including abbreviations that appear only once. Students must organize the symbols alphabetically, including abbreviations, acronyms, and symbols. If any specialized symbols or abbreviations that are not commonly known are used, students must provide a definition or explanation in the text or a separate glossary.



INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGARI

B.P. 155, Ruhengeri, Rwanda

Mob : +250 788 90 30 30, +250 788 90 30 32, **W :** www.ines.ac.rw, **E :** info@ines.ac.rw

APPENDIX K: LIST OF APPENDICES

Appendix A:	a
Appendix B:	b
Appendix C:	c
Appendix D:	d
Appendix E:	e



APPENDIX L: MAIN TEXT IN THE PROJECT DOCUMENT

CHAPTER 1: GENERAL INTRODUCTION	4
1.1 Background of the study	6
1.2 Problem statement	8



INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGERI

B.P. 155, Ruhengeri, Rwanda

Mob : +250 788 90 30 30, +250 788 90 30 32, W : www.ines.ac.rw, E : info@ines.ac.rw

APPENDIX M: DISSERTATION SUBMISSION FORM

DISSERTATION SUBMISSION FORM FOR PUBLIC DEFENSE

1. Student identification:

Names of the Student: _____

Registration N°: _____

Faculty: _____

Department: _____

Option/Specialization (if applicable): _____

Academic Year: _____

2. Name of the Supervisor: _____

3. Title of a dissertation: _____

4. Official verification

Verified by:	Names	Date	Signature
Supervisor (After checking and confirming that this research is free of plagiarism, I hereby authorize him/her to submit his/her dissertation to the Department)			
Academic Registrar (After checking the student's file: notarized Senior 6 certificate, Transcripts of level 1, 2, 3 & 4, National ID or Passport, passport photo)			
Head of Department (After receiving a copy of dissertation)			
Director of Library (After checking if no books borrowed)			
Office of the Dean of students (for hostels, chaplaincy and sports)			
Finance Department			

Approval by the Dean of the Faculty

Signature: _____

Date: _____

Stamp: _____

Accredited by Ministerial Order N° 005/2010/Mineduc of 16 June 2010

Scientia et Lux



INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHengeri

B.P. 155, Ruhengeri, Rwanda

Mob : +250 788 90 30 30, +250 788 90 30 32, W : www.ines.ac.rw, E : info@ines.ac.rw

APPENDIX N: CLEARANCE FORM FOR WITHDRAWAL OF ACADEMIC DOCUMENTS

CLEARANCE FORM FOR WITHDRAWAL OF ACADEMIC DOCUMENTS

1. Student identification

Name of the student: _____

Registration number: _____

Faculty: _____

Department: _____

Option (if applicable): _____

Academic Year: _____

Title of a dissertation: _____

2. Verification and approval

Verified and approved by	Names	Date	Signature
Main reader (Assessor)			
Chairperson of the panel			
Supervisor			
Director of Library (After receiving hard and soft copies)			
Head of Department			
Office of the Academic Registrar			

Approval by the Deputy Vice Chancellor Academics and Research

Name and Signature: _____

Date: _____

Stamp: _____

Accredited by Ministerial Order N° 005/2010/Mineduc of 16 June 2010

Scientia et Lux



INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHengeri

B.P. 155, Ruhengeri, Rwanda

Mob : +250 788 90 30 30, +250 788 90 30 32, W : www.ines.ac.rw, E : info@ines.ac.rw

APPENDIX O: DISSERTATION ASSESSMENT AND MARKING SHEET

Dissertation Assessment and Marking Sheet

Evaluation of the Dissertation Oral Presentation

Student Names and Reg. number:
.....
Academic year:
Title of dissertation:
.....
.....
Examiner's name:

Written report

The assessment criteria for a written dissertation embrace four areas of the work which are differently weighted as follows:

Criteria to consider	Marks obtained	Maxima
1. General Introduction and literature review		10
2. Methodology / Materials and methods		10
3. Results, discussion and conclusion		20
4. Grammar and communication of ideas (flow of ideas)		5
5. Overall presentation of the document		5
TOTAL		50

Oral presentation

The oral presentation should be conducted using multimedia tools (eg. PowerPoint); 10-15 minutes are allocated for each oral presentation followed by up to 30-45 minutes of comments, questions and answers. The oral presentation session will be open to the public. The oral presentation is graded as follows:

Criteria to consider	Marks obtained	Maxima
1. Physical presentation		5
2. Elocution		5
3. Time management		5
4. Capacity of answering the questions		25
5. Innovation		10
Total		50
Overall Total		/100

Date and Signature

Accredited by Ministerial Order N° 005/2010/Mineduc of 16 June 2010

Scientia et Lux

