



CATHOLIC UNIVERSITY OF RWANDA

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Office of Vice Rector Academic

Final Project Policy

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1.GENERAL INTRODUCTION

In accordance with the General Academic Regulations of Catholic University of Rwanda in Chapter IX, the Undergraduate Final Project is an integral and compulsory part of the program of each faculty. All students will take a project module in final year of an honours degree. The undergraduate Final Project will consist of original research, investigation, compilation or experimentation, making some contribution for discovering a new knowledge in the relevant discipline.

The main objective of the final project is to check if the student has acquired sufficient capacity of thinking accurately and producing synthesis, applying techniques and methods of his/her discipline, applying new technologies of information in his/her discipline and mastering the problem pertaining to regional and Rwandan socio-economic development along his/her undergraduate studies.

The main goal of this policy is to inform the teaching units of the various regulations and practices governing the Final Project in Catholic University of Rwanda.

2. GENERAL PROVISIONS

Article 1: Prior to graduation with a Bachelor's degree with honours, any final year student must submit a Final Project report. That Final Project report is the result of research activities carried out in a laboratory or in another teaching unit of the Catholic University of Rwanda. With the agreement of the faculty and depending on the research topic, research activities can be done from another institution. The Final Project is conducted under the supervision of one supervisor, sometimes with a co- supervisor.

Article 2: Students are required to make an oral defense of their Final Project report. However, the Faculty which has a big number of students in final year can adopt another evaluation method for the final project report. Students, who need more than 2 months after the deadline of the final project report submission, are usually postponed and they should make a new registration in following academic year.

Article 3: On approval from the faculty, the entire or part of the student's Final Project may be done outside CUR.

3. FINAL PROJECT

CHAPTER I: DEFINITION AND ASSESSMENT OF FINAL PROJECT

Article 4: The Final Project report is an orderly presentation of the results of an investigation, compilation or experiments related to the area of specialization and contributing to actual or potential identification of solution to an existing problem, preferably of national interest or for discovering a hidden knowledge.

Article 5: The final project is a 20 credits module and a final project report must be written, and successfully evaluated before graduation with Bachelor's degree with honours from the CUR.

CHAPTER II: SELECTION, APPROVAL AND AMENDMENT OF THE TOPIC OF FINAL PROJECT.

Article 6: The Final Project topic must be chosen in one of major subjects that student undertook in his/her undergraduate studies. Therefore, it is ultimately approved by the department or the committee appointed by the faculty.

Article 7: The Final Project topics may be proposed by the departments. The students can however propose their personal Final Project topics with the approval of the potential supervisor. To facilitate the process of approval of the Final Project proposal, the faculty must have an updated list of all projects done previously from different departments.

Article 8: Departments should take any useful initiative to disseminate information on Final Project topics proposed by their staff members. But this should be done taking into account the right of the student to select himself/herself the supervisor.

Article 9: Student has to choose a Final Project before the end of the 2nd semester of the academic year preceding the final year. The topic of the Final Project becomes official when approved by the Department or the committee appointed by the faculty.

Article 10: All students enrolled in the last year of Bachelor's degree with honours must register officially their Final Project proposals no later than one month after the opening of the academic year.

The Final Project topics are approved basing on research proposals submitted to the department composed of the following elements: Introduction or Background, problem statement, objectives, questions, hypotheses, interest/significance of the topic, scope of the research project, and plan of activities, and Methodology. The final research proposal must be signed by the student and the supervisor prior to submission to their respective departments. After approval of all final project proposals, the department has to submit a report to the faculty.

Article 11: Approval of Final Project topic by the respective department is based on the following elements such as available literature, time required to conduct the research work, link between the chosen topics, the curriculum of the department and national priorities and availability in faculty of academic competences required for supervision of the Final Project.

Article 12: Any change of Final Project topic that does not involve a change of supervisor must be substantiated and notified to the head of the department by the supervisor. This amendment must be approved in accordance with the provisions of Article 10 of this policy. However all possible changes of the topic or the supervisor can be done only in first semester of the final year.

CHAPTER III: CHOICE, DUTIES AND CHANGE OF THE SUPERVISOR

Article 13: The choice of final project topic will be done after completion of the module of research methodology. With the help of department, the student will at the same time choose the supervisor who will help him to make the Final Project proposal and this will be evaluated as the practical part of the module of

research methodology. The department should help students to choose supervisor by providing them a list of available qualified staff and their area of specialization.

Article 14: The choice of the supervisor becomes official after approval by the department or by the committee appointed by the faculty.

Article 15: The supervisor or co-supervisor should be any academic staff approved by the department. He /she can be a faculty member or someone from outside of the university.

Article 16: It is recommended that a Final Project is provided a single supervisor, so that each student is placed under the responsibility of one person.

The co-supervision should be reserved for situations where there is a real sharing of responsibilities, particularly when the Final Project is conducted in two different units. The approval of the choice of an outsider as co-supervisor would be based on the fact that he/she is available and has particular skills or complementary to those of faculty staff members.

Article 17: The supervisor or co-supervisor makes sure that research activities required by the Final Project are carried out with order and methods. These elements will be taken into account in the assessment of the student's personal contribution to the research work during the evaluation of Final Project report.

Article 18: The supervisor of Final Project reports irregularities of the student during research work to the department which will take appropriate action and it will inform the faculty about that situation. In case of serious irregularities or conflict, the faculty, after hearing both parties, ultimately decides.

Article 19: The Change of Final Project supervisor must be exceptionally based on relevant grounds and justified by the Department. The Department informs the faculty which will take appropriate measures.

CHAPTER IV: SCHEDULE AND WRITING OF PROJECT REPORT

Article 20: The schedule for completion of the Final Project is determined by the faculty council at the beginning of each academic year. In case a student fails to meet the deadline due to the supervisor or the department, an additional will be allowed accordingly.

Article 21: Under normal circumstances a final project will be done by one student t, however ,in case of a big number of students or a large topic, a final project can be done by a group composed of not more than 4 students. In this case each student must demonstrate his/her contribution.

Article 22: Students are required to submit to the department their Final Project reports on approval of supervisor or co-supervisor by filling the form in use for the purpose (See Appendix). This approval is to ensure the form and the overall quality of the report.

Article 23: The student will submit officially Final Project report by handing in to the head of department. The submission form must be signed by the supervisor, and it will be accompanied by three copies of Final Project report and that not later than the first day of the examination session during which the Final Project report is presented. After verification, the head of department forwards them within two working days to the faculty.

Article 24: Failure to comply with the deadline, except in exceptional circumstance, is sanctioned by a postponement to the next session. A possible exception to this deadline must receive written approval from the Academic Secretary, provided that the request must be submitted before the start of the session.

Article 25: Normally, faculty sets deadline for the submission of the Final Project report. When deadline cannot be respected, the faculty or committee designated, on proposal of Final Project supervisor allows an additional period not exceeding three months during the following academic year.

Beyond this period, student shall have a new registration with special authorization granted by the Academic vice Rector.

CHAPTER V. FINAL PROJECT EVALUATION

5.1 Members of the Panel

Article 26: From the reception of the official Final Project report submission authorization referred to in Article 22, the head of department will forward to the faculty, the Department's proposals relating to the appointment of members of the panel. No relative of the student can be a member of the panel for evaluation of the final project report of that student.

Article 27: Assessment of the Final Project is made by a panel composed of the supervisor or co-supervisor and at least two other members. When the faculty adopts another option (without oral defense) for evaluation of the final project report, the later must be done by two evaluators.

Article 28: The Academic Secretary verifies that the composition of panel complies with the faculty regulations. The Chairperson of the panel must be chosen among teachers empowered to supervise Final Projects. After appointment of members of the panel, the Dean or his/her representative sends to each of them a copy of the Final Project report.

Article 29: The copies must reach the panel referred to in Article 26 at least fifteen days before the defense date of the Final Project report.

5.2 Defense and the admissibility of Final Project report

Article 30: Because Final Project is considered as one module of the curriculum followed by a student, its evaluation must take place within university campuses.

Article 31: The student will be admitted to the Final Project report defense after completing successfully all other activities planned on the academic curriculum he/she followed.

Article 32: After the panel reads the Final Project report, the Final Project report can be deemed inadmissible to defense. In this case, the Chairperson of the panel sends to the Dean of the faculty a summary report on the

inadmissibility of Final Project report to defense. This summary report must reach the Dean at least 10 days before the start of the defense session.

The panel gives back the received copies of Final Project report at the faculty from where the student takes them back for correction with guarantee of the supervisor.

Article 33: Before the opening of the session, the secretary of the faculty transmits to panel members the Final Projects report defenses schedule. The full list of Final Projects titles, the evaluation forms and the presentation schedule is transmitted for display to all units.

Article 34: If for exceptional reasons, a member of the panel expects to be absent from defense, he/she must immediately notify the Academic Secretary so that it can be replaced or a search for an appropriate solution. However the supervisor of the final project cannot be replaced.

Article 35: Any change in the schedule or defense panel must be a request to the Academic Secretary before the opening of the session or the Chairperson of the jury if the request is made during the session. The Chairperson and the supervisor of the Final Project will be notified about any agreement on such changes.

Article 36: Prior to the oral presentation of Final Project report by the student, the panel members will submit the marks of written work to the Chairperson and the supervisor will also give the of appreciation sheet of the personal work of the student.

Article 37: The defense will last for 20 minutes maximum (10 minutes for the student's oral defense and 10 minutes for questions and comments from panel and audience).

Article 38: After the defense, the panel will assign the average marks to the final project report. The chairperson then informs the student and audience (students and academic staff) that marks.

Article 39: After computation of the grade point average as follows:

Written Document: 30%

General introduction (problem statement, objectives, hypotheses and research questions...): 20%

Materials, methods and data collection, results and discussion: 30%

Oral presentation, answers to questions from the panel and audience: 20%

The panel assigns the final marks to the Final Project corresponding to the average marks. The Chairperson reads these marks to the panel at the time of awarding the final grade.

Article 40: After deliberation, the Chairperson sets the minutes and they are signed by all members of the panel and proceed to announcement of results. He/she transmits them to the Academic Secretary of the

Faculty and the final marks report forms and the minutes whose models are attached to this Policy (See appendix)

Article 41: After corrections a copy of the Final Project report is submitted to the Library by student after the approval of the supervisor.

CHAPTER VI: THE COST OF FINAL PROJECT AND PROPERTY

Article 42: The student is responsible for all expenses incurred during the Final Project.

Article 43: The Final Project report remains the property of The Catholic University of Rwanda. The student and his/her supervisor can publish results, but any use of the results for the business cannot be made without the consent of the CUR.

Article 44: The student has obligation to carry out his/her research particularly in his/her major subject of study.

4. FINAL PROVISIONS

Article 45: When it is necessary to interpret all or part of Final Project policy only faculty council will be authorized to give the admissible version. The heads of academic units and research should ensure the CUR to the application of this Final Project policy.

Article 46: For any dispute arises between the Final Project policy and General Academic Regulations of the CUR, the latter shall prevail.

Article 47: The Final Project policy comes into force on the date of its adoption by the Academic Senate of the Catholic University of Rwanda.

Adopted by the Academic Senate on 26th June, 2013

Signed by the Chairperson

Msgr JMV GAHIZI

APPENDICES

BRIEF GUIDANCE ON CHOICE OF RESEARCH TOPIC, RESEARCH PROPOSAL AND FINAL PROJECT REPORT

I. IDENTIFICATION OF THE FINAL PROJECT RESEARCH TOPIC

Before starting to think about a research topic, student should be guided by a few questions:

1. Why she/she has to do a final project research?
2. How she/he can remain interested in his/her research topic (student has to choose a topic and good research method which interest him/her)?
3. What personal characteristics does she/he have, which might help him/her to complete his/her research?

In fact student must know himself/herself; he/she must know his/her weakness and his/her strengths when he/she is planning to do a Final Project.

Student must choose a topic in the area which he/she understands better, he/she supposed to think on the skills and experience he/she already has before choosing a topic. Student must also understand the 5 Ws.

What? Why? Who? Where? When?

What? Student must understand what his/her research topic is; he/she must be able to define himself/herself his/her research topic or at least what is his/her research area.

Why? Student has to better understand why he/she has to do a final project research. He/she has to think about the way he/she has to collect data and the way in which he/she will represent his/her results.

Who? Student must think about the persons who will participate in his/her Final Project and how he/she will collaborate with them.

Where? Student must know where he/she will conduct his/her research. Means that if student will collect the data far from the university location, he/she has to think about the budget he/she will use. If he/she does not have enough budgets he/she has to choose a topic which will not require a big budget.

When? Student must think about the time and when he/she will collect data, analyze them and write report referring to the university academic calendar. The scope of his/her research must consider the time in which he/she has to finalize his/her works.

II. RESEARCH PROPOSAL

It is the starting point of any research activity and it must to contain the following:

Problem statement: It is a brief description of the problem that arises in the environment or the country and for what you want to provide solutions (Statement of the problem).

Relevance and Choice of the topic: You briefly explain why you have chosen to work on this project, why you have chosen to solve that problem among others. What is the interest to the country or to the society in general?

Research hypotheses: In view of the problem, you make a number of assumptions of the results or the responses, but that should not be large and that you think to be the main causes or solutions of the problem

you are trying to solve. Research hypothesis is an affirmative statement which must be tested by your research.

Research Objectives: By the use of verbs of action, you formulate general and specific objectives that are targeted and that must be achieved at the end of the Final Project.

Research Methods: You give and explain the research methods and techniques you intend to use in order to achieve the goals set up. Also under this heading, give without going into details, the theoretical model to be applied in the analysis and interpretation of results.

Scope (Delimitation) of the topic: A domain of research is often large, so, you must specify the limits, both in time and in space of the research topic on which your study will focus exactly.

Structure of the report: Apart from the general introduction, general conclusions and recommendations, you briefly describe the different chapters that will compose the Final Project report and their content.

Plan of Activities: it is a list of activities and their duration up to the completion.

III. WRITING FINAL PROJECT REPORT

The Final Project report of Bachelor's degree with honours must be written in a concise and precise form. Where it is appropriate to the discipline or field of study and specified in the Program Document, a construction or performance may stand in place of a Project but must be accompanied by a reflexive written account which demonstrates that the work meets the criteria for the award, of a length specified in the validated Program Specification.

The maximum length for projects on taught programs will be as follows: *Arts/Humanities/Social Sciences* undergraduate Projects: 12,000 words *Science/Engineering/Mathematics* undergraduate Projects: 6,000 words (not including tables, diagrams and Appendices which contain ancillary material not essential for the argument of the main text). The minimum length shall normally be two thirds of these limits.

The Final Project report of Bachelor's degree with honours must be written in Times New Roman font with 1 ½ line space, size 12 on A₄ paper with normal margin and generally contains two distinct parts:

3.1 Presentation of the final project:

On submission, the cover page of a Final Project report shall include the following indications:

CATHOLIC UNIVERSITY OF RWANDA

FACULTY...

Department...

TITLE OF THE FINAL PROJECT (in capital letters and at the center of the presentation page).

A Final Project report submitted in partial fulfillment of the academic requirements for the award of Bachelor's degree with honours in.....

By: Student Name (in capital letters) and surname (in lower-case letters)

Supervisor: (in less thick capital letters than those used for the student)

Co-Supervisor: Same as for the supervisor, if any.

Butare, month, and year

Note: Paging is performed with the Roman numerals for the first part of Final Project report.

Examples: i, ii, iii, iv ... for the first part. Other terms such as the host laboratory, the name of the supervisor or Co-supervisors may also appear on the cover page with the agreement of the latter.

From the second page, we have respectively:

3.2 Declaration: The declaration must be written on the next page

I, (names of the student), declare that this Final Project is my own work and to the best of my knowledge it contains no materials previously published or written by another person, nor material which, to a substantial extent has been accepted for the award of any other degree or diploma at CUR or any other educational institution, except where due acknowledgement is made. Any contribution made to the research by others is explicitly acknowledged in the report.

We also declare that the intellectual content of this report is the product of our own work, except to the extent that assistance from others in the project's design and conceptions or in style, presentation and linguistic expression is acknowledged.

Signed Date.....

Names of students

3.3. Dedication: It should not exceed one page.

3.4. Acknowledgments:

They must be on a single page of Final Project report, and do not forget to put your name and surname, at the end of the text.

On submission, the cover page of a Final Project report shall include the following indications:

3.5. Table of contents:

All titles of various chapters and sub-titles should be indicated in the table of contents, with the corresponding page number in the final research report.

3.6. List of symbols / acronyms and abbreviations: all used abbreviations throughout the report must be explained before to be used.

They follow themselves in alphabetical order.

3.7 List of tables:

If you have used tables in a Final Project report, all these tables are numbered in Roman capital numerals letters, in order of appearance in the text (eg : Table I, Table II;)

In addition, each table is accompanied by a title which is indicated in the list of tables, together with the

corresponding page in Final Project report. If they are not the result of your own work, remember to cite the source in the text. Table numbers and their titles are written in the text on the top of each table.

3.8 List of figures: If they exist in the record, the figures follow the same standards as the tables, but they are numbered in Arabic numerals and the titles are written under each figure.

3.9 List of photographs: If they exist in a Final Project report, photographs meet the same standards as the figures list.

3.10 Abstract:

Each Final Project report should include a one page abstract. The abstract must include the issue briefly, the objectives, the research methodology and especially the results and general conclusions drawn from research work.

3.11 Structure of a final project report:

Note: Paging is performed with the Arabic numerals for the second part of Final Project report. Examples: 1, 2, 3, 4, for the second part of the Final Project report

1^o General Introduction: It is not numbered as a chapter

The general introduction is generally the research proposal written in past with much precision.

2^o The literature review:

This section summarizes the important concepts of the theory that you only need to better handle your data and be able to make the work comprehensible to the readers. You must not forget to mark in the text on the literature review, the references used by a number in square brackets, which number is listed in the order of the books consulted and included in the bibliography at the end of the Final Project report.

3^o Research methods

You give and explain the research methods and techniques used in achieving the goals set up. Also under this heading, give without going into details, the theoretical model applied in the analysis and interpretation of results.

4^o Results and Discussions: In this part, the student makes a report of his own research methodology, of his research results on data and provides a scientific interpretation of them.

5^o Conclusions and Recommendations: It is not numbered as a chapter

Given his own research results and discussions, the author draws conclusions in which he/she can compare his/her personal results with those of other similar works and performed previously. He/she should specify whether or not his/her objectives have been met, indicate if the hypotheses are confirmed or not or even suggest a new direction of his/her study in the future.

6Ě Appendices: If they exist, appendices should be numbered in Arabic numerals.

7Ě References: This is a list of authors that were used through the text and should be presented alphabetically and then chronologically. Students are strongly encouraged to check the accuracy of each reference against its original source.

All publications cited in the text should be presented in a list of references following the text of the manuscript. The manuscript should be carefully checked to ensure that the spelling of authors' names and dates are exactly the same in the text as in the reference list.

In the text, refer to the author' name (without initial) and year of publication.

Examples: " Since Peterson (1988) has shown that..." " This is an agreement with results obtained later (Kramer, 1989) ".

If the reference is made in the text to a publication written by more than two authors, the name of the first author should be used followed by " et al. ". This indication, however, should never be used in the list of references. In this list, names of the first author and co-authors should be mentioned.

References cited together in the text should be arranged chronologically. The list of references should be arranged alphabetically on authors' names, and chronologically per author. If an author's name in the list is also mentioned with co-authors, the following order should be used: publications of the single author, arranged according to publication dates – publications of the same author with one co-author – publications of the author with more than one co-author. Publications by the same author(s) in the same year should be listed as 1974a, 174b, etc.

The structure of the references should follow each other as follow: books, edited books, articles, unpublished work, reports, and websites.

Use the following system for arranging your references; please note the proper position of the punctuation:

For periodicals

Zelles, L., Bai, Q.Y., Beck, T., Beese, F., 1992. Signature fatty acids in phospholipids and lipopolysaccharides as indicators of microbial biomass and community structure in agricultural soils. *Soil Biology and Biochemistry* 24, 317-323.

For edited symposia, special issues, etc., published in a periodical

Rice, K., 1992. Theory and conceptual issues. In: Gall, G.A.E., Staton, M. (Eds.), *Integrating Conservation Biology and Agricultural Production. Agriculture, Ecosystems and Environment* 42, 9-26.

For books

Gaugh, Jr., H.G., 1992. *Statistical Analysis of Regional Field Trials*. Elsevier, Amsterdam, pp. 278.

For multi-author books

DeLacy, I.H., Cooper, M., Lawrence, P.K., 1990. Pattern analysis over years of regional variety trials: relationship among sites. In: Kang, M.S. (Ed.), *Genotype by Environment Interaction and Plant Breeding*. Louisiana State University, Baton Rouge, L.A, pp. 189-213.

For website (WWW)

Citations must be confined to peer-reviewed material or official publications, such as annual reports.
CAN/BNQ, 1996. Amendements organiques-composts. Norme nationale du Canada. CAN/BNQ 0413-200. Conseil canadien des norms. Ottawa, Ont. (on line) <http://www.scc.ca/> (11 July, 2004).



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CATHOLIC UNIVERSITY OF RWANDA

FACULTY:

DEPARTMENT:

FINAL PROJECT REPORT SUBMISSION AUTHORIZATION FORM

STUDENT'S NAMES:Reg no:

SUPERVISOR'S NAMES:

FINAL PROJECT TITLE

.....
.....

I, the undersigned, (names of the supervisor), supervisor of this Final Project

Hereby authorize (Names of the student) to submit her/his undergraduate Final Project to the office of the faculty.

Date and Signature of the supervisor.....



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Save, (Date)

FACULTY:

DEPARTMENT:

FINAL REPORT ON FINAL PROJECT REPORT DEFENSE

Mr./Ms/Miss/Mrs

Finalist of (Academic year)

Option:

The above mentioned candidate has presented a Final Project report at the end of undergraduate studies entitled:

In front of the panel composed of:

1. Chairperson:
2. Supervisor:
3. Co-supervisor:
4. Member of the panel:

After deliberation, the jury took the following decision: has received an average mark ofpercent for the content, form and presentation of the report.

Prof., Dr., Mr., Miss, Ms.....

Chairperson of the Panel