Research, Community Service and Publication Manual

QC_RCSPM_Series_V1/0013

December 2023

Addis Ababa, Ethiopia

Contents

2. Vision, Mission and Objectives of Queens' College 5
2.3. Objectives of Queens' College 5
3. Research and Research Directions 6
4. Research Policy of Queens' College 6
4.1 General Research Policy 6
4.2. Specific Policy Issues 9
4.3. Prioritization of Research 11
4.4. Administration of Research 12
4.5 Quality of Research 12
5. Research, Community Service and Publication Guidelines of Queens' College 13
5.1. Research Proposal Submission, Evaluation and Approval 13
5.2. Research Fund Administration 14
5.3. End Result of Research 15
5.4. Right of Ownership 16
5.5. Role and Responsibility of Different Actors in Research Activities 16
5.5.1 Research, Community Service and Publication at the Department Level 16
5.5.3. Research, Community Service and Publication Office (RCPO) at College Level 18
5.6. Publication and Dissemination of Research Outputs 21
6. Guidelines for Preparation of Teaching Materials and Textbook 26
6.1 Guidelines for Preparation of Teaching Material 26
6.2 Rules, Guidelines and Procedures Applicable to Textbooks 29
7. Research Misconducts and Disciplinary Measures 32
7.1. Research Misconducts 32
7.2. Research Disciplinary Measures 33
8.1. Introduction 33
8.2 Approval of Research Project 34
8.3. Thesis Advisors 35
8.4. Time Limits 35
8.5 Change of Topic 35
8.6. Credit Hours of Thesis 35
8.7. Final Document 35

8.8. Evaluation of the Thesis 36
8.9. Structure of the Thesis Proposal 36
8.11. Document Formatting 49
9. Amendments of Research, Community Service and Publication Policy and Guideline 49
10. Effective Date 49
Appendices: 50
Appendix I: Contents of Research Project Proposal, Queens' College 50
Appendix III: Research Grant Agreement, Queens' College 53
Appendix IV: Research Project Registration Form, Queens' College 56
Appendix V: Payment Request Form for Research & Teaching Material Preparation, Queens' College 59
Appendix VI: Progress Report Form for COLLEGE -Funded Researches, Queens' College 61
Appendix VII: Research Extension Request Format, Queens' College 65
Appendix VIII: Terminal Report Format of a Research Project, Queens' College 70
Appendix IX: Teaching Material/Textbook Evaluation Form at a College, Queens' College 72
Appendix X: Reviewer Selection Criteria, Queens' College 74
Appendix XI: Material/Research Paper Reviewing Agreement Form, Queens' College. 76
Appendix XII: General Review Guideline/Review Form, Queens' College 77

1. Introduction

Research is one of the major responsibilities that Queens' College is expected to carry out. Research activities involve planning, reading, thinking, investigating, discovering, writing, creating and applying. These are activities of advanced and continuous learning. It is possible to say that researchers are always in the process of learning. In order to update themselves with recent theories, enrich their subjects with modern discoveries and provide their students with improved knowledge and applications, academic staffs of the College should be engaged in research. As stated in Higher Education Proclamation No.1152/2011, article 8 sub article 3, one of the responsibilities of higher institutions including Queens' College is to

> *"Undertake and encourage relevant study, research, and community services in national and local priority areas and disseminate the findings as may be appropriate; undertake, as may be necessary, joint academic and research projects with national and foreign institutions or research centers".*

Furthermore, the Higher Education Proclamation No.1152/2011, article 32(1)(a) states that one of the duties of academic staff is to undertake problem solving researches which are beneficial to the country. Accordingly, Queens' College should encourage the academic staff to consider research activities as one of their mandatory duties.

The research activities at Queens' College are mandatory for two important reasons. First, it is through research activities that instructors can effectively attain continuous professional development. Second, research reinforces the relations between Queens' College and the society. It is through research activities that the College intervenes in the social and economic challenges of the society and finds out scientific solutions. That is to say, the link between the College and the surrounding community is strengthened through research. In doing so, Queens' College contributes to the attainment of socio-economic development of the country.

So as to properly manage the research activities of the College, preparing research policy and guideline is mandatory. Hence, this document has been developed in line with Higher Education Proclamation and Queens' College's Senate Legislation for the

functioning of the research undertakings of the college. This document basically aims at helping researchers, College administrators and other concerned parties to be aware of Queens' College's vision, missions, research priority areas, processes of application for research funds, accountability of researchers, research proposal evaluation and selection criteria, research financial processes, research misconducts and disciplinary measures, research formats, and submission and publication of completed research projects.

2.Vision, Mission and Objectives of Queens' College

2.1. Vision

The vision of Queens College is to be one of the leading higher institutions centers of excellence in teaching learning, research, public engagement and be the prime choice in Ethiopia and in east Africa by 2035

2.2. Mission

The mission of Queens College is to produce competent graduates in diverse field of study, provide need-based community service, and undertake problem solving research to foster social and economic development of the country.

2.3. Objectives of Queens' College

The objectives of **Queens' College** are to:

- Prepare knowledgeable, skilled, and attitudinally mature graduates in numbers with demand-based proportional balance of fields and disciplines so that the country shall be come internationally competitive;
- Promote and enhance research focusing on knowledge and technology transfer consistent with the country's priority needs;
- Ensure that education and research promote freedom of expression based on reason and rational discourse and are free from biases and prejudices;
- Design and provide community and consultancy services that shall cater to the developmental needs of the country;
- Ensure institutional autonomy with accountability;
- Ensure the participation of key stakeholders in the governance of institutions;

- Promote and uphold justice, fairness, and rule of law in institutional life;
- Promote democratic culture and uphold multicultural community life;

3. Research and Research Directions

1. The focus of research in Queens' College (QC) shall be on promoting the relevance and quality of education and on the country's development issues focusing on transfer of technology.
2. QC shall define its core research areas and themes on the basis of the priority needs of the country, the Institution's comparative advantages, and in consultation with the key stakeholders.
3. More specifically, QC shall undertake research that shall:
   i. 1.Take into account the priority needs of the country and enable the country to solve its challenges and build its capacity through technology transfer;
   ii. Equip students with basic knowledge and skills that enable them to undertake further and relevant studies and research.
4. QC shall have an institutionalized system that enables it to carryout planned research and conduct joint research projects with other national and international institutions, research centers, and industries.
5. QC shall have a transparent system of research that deploys purposefully its academic staff as primarily teachers, researchers, or combinations thereof on the basis of its research agenda and plan, demonstrable merit, and practicality, and with stipulations clarifying debated areas.

4. Research Policy of Queens' College

4.1 General Research Policy

i. Research activities shall aim at fulfilling the college's vision and missions based on the development aspiration of the country;

ii. The college's research shall focus on promoting the relevance and quality of education, the country's development agenda, and transfer of technology;
iii. Staff shall be free to conduct research in any area, provided that they adhere to the college's missions, ethical principles and values;
iv. The college shall collaborate with internationally recognized research agendas that have direct benefit to the country;
v. All academic staffs are required to undertake research, and the college is committed to support all researches with appropriate resources as per its capacity;
vi. The colleges desire research to be multidisciplinary in design and approach. Inter-college/school research collaboration is encouraged;
vii. The Research, Community Service and Publication office shall allocate a reasonable amount of research fund for research, the preparation of teaching materials and textbooks;
viii. Any grant made available for research shall be used mainly for the purposes for which it has been granted;
ix. Researchers are expected to be honest in respect of their own actions in research and in their responses to the actions of other researchers. This applies to the whole range of research, including the design of research projects or experiments, generating and analyzing data, applying for funding and grants, and publishing results;
x. Researchers shall acknowledge the direct and indirect contributions of colleagues, research collaborators and others in their work and publications at all times;
xi. Researchers are accountable to society, their professions, the communities and institutes where the research is taking place, the staff and students involved, and sponsors that are funding research;
xii. At the beginning and end of a research project, researchers are required to declare/disclose and manage potential conflicts of interest in writing;

xiii. Research project leaders should maintain frequent contact with research staff to advise and scrutinize all research data and to meet the broader needs of research staff and students;

xiv. Research staff have a right to receive the relevant training required to ensure that they are able to engage in high quality research;

xv. The interests and rights of those involved or affected by the research must be appropriately safeguarded. The principle of voluntary participation must be in effect, and the participant must have the option to withdraw at any time;

xvi. The researcher(s) must ensure that legislative requirements on human rights and confidentiality (or preferably anonymity) have been met. Clearly, anonymity is a stronger guarantee of privacy, but if the researcher(s) must know the names of participants, this or any information that could serve to identify the participant cannot be released to the public. The researcher(s) must explain in writing how participants' right to privacy will be safeguarded;

xvii. The researcher(s) must establish informed consent before the work begins and cannot expose the participants to risk of harm (physical and psychological aspects) as a consequence of that participation;

xviii. Prospective research participants must be fully informed about the procedures and risks before they are asked to sign the consent form. Signed consent forms must be presented on demand. In the case of underage children, the parent or guardian can give informed consent;

xix. The researcher(s) must maintain integrity and develop the highest possible standards of research practices in research design, data collection, storage, analysis, interpretation and reporting;

xx. The researcher(s) must as far as possibly anticipate the consequences of the work or its misuse for those involved in the study and other stakeholders;

xxi. The principal investigator of a project must retain all records of research for three years after the completion of the research. Records may include such items as proposals, research data and notebooks, progress reports and all

related correspondence. The college and respective departments must maintain an active documentation center regarding research in the college on individual researches, complete with information on project proposals, expenditures, reports, evaluations and publications;

xxii. Queens' College shall foster an environment conducive to research;

xxiii. This policy applies to all research activities of Queens' College including research grants from GOs and NGOs by staffs of the college;

xxiv. The policy shall apply to all researchers who use the college name and resources; and

xxv. The Senate has the right to revise this policy when the need arises.

4.2. Specific Policy Issues

- ✓ Research shall be conducted individually or in a team, but multidisciplinary (team) research shall be highly encouraged;
- ✓ All researchers are eligible to apply for research grant in the college;
- ✓ Any research proposal submitted for grant must be based on the thematic areas of the college;
- ✓ Every research proposal shall have a principal investigator, who is authorized to act for and to assume the obligations imposed by the guideline, requirements, and conditions for a grant or grant application;
- ✓ Any research to be conducted under the college resource must at least include one researcher from Queens' College researchers;
- ✓ Any research proposal to be conducted by the name of Queens' College must pass through the review process of the college even though the grant is from outside the college;
- ✓ Research projects that are already funded by other institutions are not entitled to get fund from the college.
- ✓ Duplication of research works is strictly prohibited;

- ✓ In order to enhance knowledge transfer, the research team can collaborate with partners from concerned government, non-government, and private organizations;
- ✓ The Research, Community Service and Publication Office (RCSPO) will not allocate funds for durables/permanent equipment (e.g., tape recorders, video camera, photo camera, etc.) except for instruments like cassettes, films, dry cells, etc. But when there are urging needs of these materials, the college may purchase some instruments and equipment for the researches but get them back after the research has been completed;
- ✓ Research grants are made available to college staff members according to quality of the project, project activities, and cost of the project;
- ✓ Heads of research projects and senior researchers are responsible for fostering a dynamic research culture within a climate of mutual trust and cooperation in which all members of a research team are encouraged to:
    - ➢ develop their knowledge and skills and
    - ➢ exchange ideas and opinions freely in the spirit of genuine scholarship;
- ✓ Research grants to non-staff researchers are provided if:
    - ➢ the proposal is in accordance with the college mandate and is considered acceptable for funding;
    - ➢ it is in response to invitation that is called for by Queens' College; and
    - ➢ there are other convincing reasons such as a research involving an exchange of academic staff on the basis of joint agreement between the college and another higher institution.

4.3. Prioritization of Research

- ✓ Research activities in Queens' College shall lie on the thematic areas and shall be demand driven, problem solving and shall aim at technology transfer and poverty reduction;
- ✓ Research at Queens' College shall mainly comprise applied and development types because of their nature of being problem solving; basic research is also entertained;
- ✓ Research priority is also given to research activities that are executed in teams;
- ✓ The setting of research priorities shall be the responsibility of departments and Research, Community Service and Publication Office (RCSPO);
- ✓ In determining their research priorities, departments and RCSPO shall take the needs and priorities of the country, the vision and mission of the college, the magnitude of the problem (present/future), its contribution to development of science and technology, its feasibility, and its contribution to the environment into account;
- ✓ The decision on priorities of the problems shall be accompanied by the minutes of the meeting of the Research, Community Service and Publication Committee at different levels;
- ✓ The College Research, Community Service and Publication Committee (one of the Senate standing committees) shall approve the research priorities of the departments and RCSPO;
- ✓ Departments shall set/revise their priorities every year and submit their decisions on priorities to the RCSPO of the College; and
- ✓ The college's management council may give priority in terms of resource (facilities and funding) allotment to one or more selected thematic areas or priority research topics, depending on prevailing needs and relevance.

4.4. Administration of Research

- ✓ The overall administration of research in the college is vested in the Research, Community Service and Publication Office;
- ✓ Staff whose proposals (either for research or teaching material preparation) have been approved or funded shall submit periodic reports to the college Research, Community Service and Publication committee, and to the Research, Community Service and Publication office;
- ✓ All research reports to be submitted to external funding bodies shall obtain the prior endorsement of the Research, Community Service and Publication office;
- ✓ The financial administration of research funds shall be governed by the existing financial policy and rules of the college;
- ✓ The college may at any time call up on an institution or any individual to whom a research fund has been granted to provide any information which (in the opinion of the college) is necessary to satisfy itself in the proper monitoring and utilization of research grants;
- ✓ Each faculty/department has responsibility in evaluating and monitoring their respective research works. College level approval and oversight of research activities lies with RCSPO; and
- ✓ The college has the absolute right to terminate the entire research if it has found that the principal researcher(s) is/are not in a position to satisfactorily complete the research.

4.5 Quality of Research

- ✓ A quality research is one that clearly indicates its purpose, presents the research problem in context, contributes something new to our understanding of the world, and gives solutions to practical problems;

- ✓ Research outputs and findings are expected to contain research results that meet basic research standards; and
- ✓ The Research, Community Service and Publication office shall ensure the quality of research through anonymous peer-review of the research proposals and findings.
- ✓ The research project proposal shall be assessed against the under mentioned criteria:
    - ✓ Generation of basic and applied knowledge and information relevant to Queens' College's teaching programs and promotion of research and development;
    - ✓ The researcher's competence in carrying out the research;
    - ✓ Relevance of the research to the social and economic development of the community, region and nation;
    - ✓ Consistency with the vision, mission and goals of Queens' College;
    - ✓ Contribution of the work to technology and knowledge transfer;
    - ✓ Feasibility of the technology proposed to carry out the research.

5. Research, Community Service and Publication Guidelines of Queens' College

5.1. Research Proposal Submission, Evaluation and Approval

i. The RCSPO calls for research fund application annually or biannually (when research funds are available);

ii. The applicants shall prepare their proposals and submit it (in two hard copies and a soft copy either in PDF or word document) to their respective departments;

iii. The department research committee evaluates the proposal in terms of its significance, originality and potential of the applicant as per the criteria listed in this document;

iv. The selected proposal by the department research committee will be submitted (in two hard copies and a soft copy either in PDF or word document) to the respective faculty/campus RTT unit with the minute of the department research committee;

v. Faculty/campus level proposal defense will be conducted by using the criteria listed and the selected proposals will be endorsed by academic commission;

vi. Proposals which are endorsed by academic commission will be submitted to RCSPO along with endorsement letter and minute;

vii. The RCSPO will present the proposals to Research, Community Service and Publication standing committee for final selection and allocation or adjustment of fund;

viii. The researchers whose research proposals have been accepted shall be called and asked for their agreements on the allocated budget;

ix. If the researchers have strong justification for the inadequacy of the allotted budget, they may submit their appeals in writing and the Research, Community Service and Publication standing committee (RTTSC) will revise the budget;

x. If the RTTSC believes that the already allotted budget is fair for the research project, but the researchers are still in inconvenience, the research project shall be removed from the list of selected research projects;

xi. The accepted and funded proposals will be publicized to the college community;

xii. The Research, Community Service and Publication office shall register the accepted and granted researches; and

xiii. The maximum amount of money to be allocated by the college for a single research project shall be decided by the RTTSC as per the availability of fund.

5.2. Research Fund Administration

1. After research proposal selection and fund allocation, the applicants fill and sign the research grant agreement form;
2. The agreement will be checked by the research coordination officer and approved by office for Research, Community Service and Publication;
3. Fund shall be released in two phases, i.e., 75% in the first installment and 25% in the second. The researcher shall request for release of the first phase through filling in and signing payment request form and that will be cheeked by the Research Coordination Officer and approved by RCSPO Head;
4. The RCSPO Head will order the finance office to pay the requested amount of money to the researchers as per the budget request agreement;
5. Before asking fund for the second phase, the researcher is expected to submit progressive report on activity performance and financial utilization in the first phase based on the progress report format;
6. Any research grant, with the exception of donors having law that states the grant can be withdrawn in a single phase (This must, of course, be testified in writing from the agency.), will be released through RCSPO in phases;
7. Depending on the circumstance, the College reserves the right to modify any part of the terms and conditions under which its funds are provided for research;
8. The College shall not sponsor more than one research project at a time either for an individual researcher or for a group of researchers as a principal investigator when there is limited resources but he/she may involve as a co-researcher; and
9. When the principal investigator fails to present expenditure evidences, he/she should refund the research budget or the office shall ask the RCSPO to withhold their salaries so that an equivalent amount of the research fund shall be deducted from their salaries.

5.2. End Result of Research

- The end results of a research project must be submitted to the RCPO by the researcher(s) in two hard copies and a soft copy in PDF and word document; and

- On submission of a research project, the researcher fills the research project termination from.

5.4. Right of Ownership

The end result of any research output, fully sponsored and funded by Queens' College is the sole immutable property of Queens' College.

5.5. Role and Responsibility of Different Actors in Research Activities

5.5.1 Research, Community Service and Publication at the Department Level

The Department Research, Community Service and Publication Committee (DRTTC), as a functional unit, shall:

1. Coordinate and monitor activities of Research, Community Service and Publication activities at department level;
2. Ensure that the college's research policy, rules and regulations are properly implemented at department level;
3. Facilitate the existence of an enabling environment to initiate and execute research projects within the department;
4. Define the department's thematic areas (priorities and directions) of research programs, periodically, based on the research and development goals of the country;
5. Devise mechanisms to encourage and motivate department staff members to engage in Research, Community Service and Publication activities;
6. Devise mechanisms to enhance the physical and human capacity of the department to undertake customer focused research projects;
7. Register and monitor the progress of department research projects;
8. Ensure and regulate the submission of progress and terminal reports of research projects conducted in the department;
9. Evaluate and approve department research project proposals submitted from researchers;

10. Help investigators to solve technical, physical and administrative problems they might encounter during their research undertakings;
11. Advise or make necessary recommendations to the department head and college research coordinator pertaining to any Research, Community Service and Publication related issues;
12. Design and maintain research databases of the department in collaboration with the department head;
13. Design and maintain website for the Research, Community Service and Publication activities of the department in collaboration with the concerned support team member; and
14. Facilitate or organize forums for output dissemination and idea generation in research endeavors;

5.5.2. Faculty/Campus Level Research, Community Service and Publication Unit

Duties and Responsibilities

1. Promote and encourage research and publications in the faculty/campus;
2. Provide information on research and publications policies and guideline to all teaching staff members of the faculty/campus;
3. Prepare annual research and publications plan of the faculty/campus;
4. Advises the teaching staff members on the preparation of research projects and teaching materials/TTLMs;
5. Organizes trainings on research methods and research analysis software;
6. Encourages interdepartmental research and TTLMs preparation cooperation;
7. Supports graduating students thesis evaluation and public defense;
8. Assists the teaching staff in the preparation of research projects and TTLMs;
9. Assesses research projects and teaching materials submitted to it by the teaching departments and recommends them to the college level RCSPO;

10. Follows up the progress of research projects and TTLMs that are produced by the teaching staff of the faculty/campus;
11. Organizes faculty/campus-based research and recommends teaching material review workshops;
12. Submits biannual & annual reports and monthly minutes of the unit to RCSPO;
13. Identify and recommend members of the academic staff who have made commendable contributions towards the progress of research and TTLMs publications and consulting works in the faculty/campus for a reward, promotion and recognition by senate.

5.5.3. Research, Community Service and Publication Office (RCPO) at College Level

Research, Community Service and Publication Office is accountable to the President and have the below mentioned duties and responsibilities:

1. Promoting, supporting and conducting research in the academic fields and related issues offered in the College;
2. Organizing seminars, symposia, and conferences with the aim of disseminating research findings as well as educating the general public;
3. Facilitating the production and publication of teaching materials and other publications in the College;
4. Encouraging the academic staffs who are engaged in production of teaching materials;
5. Ensuring that textbooks and other publications to be used in the College or to be commercialized by or through the College take into consideration the institution's objectives needs and areas of priority without sacrificing the qualities of the publication;
6. Developing guidelines on QUEENS' COLLEGE publication series;
7. Assisting in editing and publishing important works and documents that focus on research;

8. Preparing annual plan of the College;

9. Conducting research/study/survey on the College;

10. Assessing satisfaction of clients with services;

11. producing its own guideline or working document and implement when approved by the Senate;

12. Submitting a periodic report to the President on the activities of the Office;

5.5.4. The Research, Community Service and Publication Standing Committee

Duties and Responsibilities:

a. Continuously studying and identifying national needs for research which the College might undertake to promote national development and also plan research priorities;

b. Initiating the necessary policies on research and publications priorities and on allocation of funds for research and publications and the preparation of relevant teaching materials.

c. Assisting the Research and Publications Officer in promoting research activities throughout the College and the production of textbooks and other teaching materials;

d.Reviewingandapprovingresearchprojectssubmittedtoitbytheacademicstaffmembersofthevariousfaculties/campuses;

e. Encouraging faculties to involve senior students in their research works;

f. Ensuring that standards of academic excellence are maintained by all publications of the College;

g. Monitoring the progress of research projects undertaken by the academic staff members.

5.5.5. The Researcher/Principal Investigator

a. The principal investigator is expected (and have the moral and professional obligations) to collect genuine and accurate data and make generalizations based

on those data. Any researcher who uses forged, trimmed, tortured and cooked data shall be subjected to disciplinary measures;

b. The principal investigator should use carefully planned and developed data gathering tools to ensure the validity, genuineness, and truthfulness of the results;
c. The principal investigator should keep the data he/she collected carefully at least for two years after the completion of the research. RCSPO has the right to ask the researcher to submit his/her data when need arises;
d. The principal investigator should submit tangible evidence (such as receipts, vouchers, etc.) that clearly indicates the expenditure of the research budget.
e. However, RCSPO has the right to accept expenditures of which the researcher presents a written account, if there are clear justifications that the expended amount is a necessity, such as:
f. Per diem for a professional is beyond and above the government's standard rate for non-government funds, and
g. Higher costs are paid for valuable information that couldn't otherwise be found in the market.
h. The principal investigator shall be abided by the rules and regulations of the RCSPO regarding Research, Community Service and Publication activities;
i. The principal investigator has the obligation to properly utilize the permanent materials and to return them to the office in time;
j. The principal investigator has a responsibility to communicate on behalf of the research team and to manage the research project technically and administratively;
k. The principal investigator is responsible to compile and submit financial report to Research, Community Service and Publication office;
l. The principal investigator can request for additional fund up on justification for completion of his/her research project, and fund releasing decision shall be made by RTTSC;

m. The principal investigator cannot change the place of work, work plan, methodology or objective of the study once a research project is approved by the thematic area review committee, and budget is secured unless he/she informs the RCSPO in written and gets permission;
n. When the principal investigator leaves the college for any reason without completing a research work, he/she should delegate a person who is co-investigator under the consent of the department; and
o. The principal investigator is obliged to submit the final result and settle financial matters. Unless these are proven, the individual will not receive another grant; will be denied clearance when leaving the college in any manner (scholarship, transfer, pension etc.); and shall refund the withdrawn budget.

5.6. Publication and Dissemination of Research Outputs

1. After completion of research and submission of terminal report, the researcher is responsible to present findings of her/his research project in an occasion prepared by RCSPO;
2. After the research output is presented and valuable inputs are incorporated, the paper shall be published in the college appropriate media (newsletter, brochure, monograph, proceeding, journal, etc.);
3. Researchers have the right to disseminate their research findings within or outside the college through any media. Dissemination of research findings may not, however, be exercised in the name of the college without the approval of the appropriate college authority; and
4. Any act of submitting college funded research papers for publication in external journals without acknowledging the college is considered as research misconduct.

5.7. Criteria and Conditions used for Assessing of Research Project Proposals

All research projects of Queens' College shall be evaluated by the bodies listed above from 5.5.1. to 5.5.4. following the indicators below:

SN	Evaluation Criteria	Outstanding	Very good	Good	Sufficient	Poor
		5	4	3	2	1
1	**Problem definition**					
	Relevant					
	Clearly phrased					
	Testable					
2	**Objectives of the research**					
	Specific					
	Measurable					
	Achievable					
	Relevant					
	Timely					
3	**Research design**					
	Theoretical framework					
	Research methods					
	Sample size and population					
	Triangulation					
4	**Execution**					
	Scholarly level					
	Level of innovation					
5	**Research results**					
	Description					
	Analysis					

6	**Analysis, interpretation, conclusion and recommendation**					
	Clear					
	Feasible					
	Defendable					
7	**Justification of the sources and literature used**					
8	**Clearly phrased reporting**					
9	**Budget and time utilization**					
10	**Implementation potential (Relevance)**					
	Total (100%)					

Major strengths of the Research

1. ……
2. ……
3. ……
4. ……

Major limitations of the Research

1. ……
2. ……
3. ……
4. ……

Recommendations to increase the quality and relevance of the research

1. ……

2. ……
3. ……
4. ……

5.8. Student Research/Senior Essay/Thesis Evaluation Guideline

1. A candidate for the Bachelor's Degree offered at Queens' College is required to submit a senior essay/thesis. The senior essay should be based on original investigation and must demonstrate scholarship and critical judgment, as well as familiarity with methods of research and relevant literature in the candidate's field. The essay should have originality and potential to examine a problem in depth. It must be written in English and the literary presentation must be satisfactory.
2. Queens' College encourages research related to technology and knowledge transfer. Instead of shelving the research results, they should be made to address the problems in the region and the nation at large.
3. The thesis should contain a main text of at least 15,000 words and should be no longer than 20,000 words including any tables and figures (or for quantitative theses between 40 – 50 pages including tables, equations and figures). Footnotes and bibliography are excluded. The philosophical, methodological or procedural, and synthetic or analytical scope of a thesis must be both deeper and broader than that of a term paper in course work. A thesis bears a close correspondence to an academic monograph substantiating a specific view.
4. Queens' College encourages students working on technology and knowledge transfer topic and topics which solve critical problems of the local community.

In order to increase the relevance of the research, the essay shall be evaluated critically by the departmental RTTC following the indicators in the table below:

SN	Evaluation Criteria	Outstanding	Very good	Good	Sufficient	Poor
		5	4	3	2	1
1	**Definition of the research**					
	Scope, goals and objectives (SMART) (practical problems)					
2	**Command of the topic**					
3	**Up-to-date literature review**					
4	**Research methods**					
	Research tools (triangulation)					
	Sample size and population					
5	**Research results**					
	Description and analysis					
	interpretation					
6	**Analysis and interpretation**					
	Clear					
	Defendable					
7	**Conclusion and recommendation**					
8	**Language and coherence**					
9	**Technology and knowledge transfer (relevance)**					

	Total (70%)					
10	**Public defense (30%)**					
	Language skill					
	Arguments					
	Personality and confidence					
	Grand Total (100%)					

Major strengths of the Research

1. ……
2. ……
3. ……
4. ……

Major limitations of the Research

1. ……
2. ……
3. ……
4. ……

Recommendations to increase the quality and relevance of the research

1. ……
2. ……
3. ……
4. ……

6. Guidelines for Preparation of Teaching Materials and Textbook

6.1 Guidelines for Preparation of Teaching Material

6.1.1. Procedures for Processing Teaching Material Manuscripts

a) Any academic staff may prepare and submit manuscripts as a teaching material to be available in the library or college website when the respected department is convinced on the necessity of the material;
b) Each department shall decide the areas of priority in the preparation and updating of its teaching materials;
c) In deciding the areas of priority, the department must take into consideration: the need for a teaching material made relevant and oriented to the particular prevailing objective realities of Queens' College that necessitate their preparation, and the likelihood that a teaching material is with the quality expected of the college (taking into consideration both the availability of necessary data and the academic caliber of the possible author or authors);
d) Any manuscript already prepared and found to meet the criteria established for a teaching material in accordance with these guidelines shall be equivalent to a teaching material approved under these guidelines; and
e) An academic staff preparing an approved teaching material shall be entitled to receive funds, and other facilities necessary for the preparation of teaching materials from the department.

6.1.2. Criteria that Qualify a Manuscript as a Teaching Material

To qualify as a teaching material, a manuscript must:

a) have a sufficient coverage of at least the core contents of the course for which it is prepared;
b) include as necessary the current views held by authorities in the field;
c) have in as much as possible a practical approach to the subject dealt with;
d) be prepared in simple and comprehensive manner taking into consideration the level of understanding of the students;
e) comply with the standard rules, procedures and ethics of scientific publication;
f) include all tabulations, graphs, illustrations and exercises where necessary for a comprehensive understanding of the subject matter it deals with; and
g) Meet all other standards as to accuracy of facts.

6.1.3. Evaluation of a Teaching Material

a) Each department shall determine the quality of any manuscript as a teaching material in accordance with the criteria set in 6.1.2. here-in-above as follows:
   - A manuscript that meets the standard expected of the best work in the profession is valued ***Excellent***; and
   - A manuscript that meets the standard expected of a work in the profession is valued as ***Acceptable***.

b) In determining the quality of a manuscript found sufficient enough to qualify as a teaching material consideration shall be given to:
   - the extent of originality of information contained;
   - the extent of exercises, questions and the like included in the manuscript.

Manner of Giving Decision

a) The Research Community Service and Publication Standing Committee (RCSRC) shall have final authority to decide on the competence of an academic staff so as to be approved as an author of a teaching material;
b) The Committee has final authority to accept or reject the teaching material produced;
c) The Committee's decisions shall be rendered by majority where there is no harmony;
d) Where the Committee is not convinced by the decisions of the department, the RCSPC must have the qualifications of the author, or the manuscript must be assessed by specialists in the field outside the concerned department. The committee may, under such circumstances reverse the findings of the department only where its opinion is seconded by such specialists and only to that extent;
e) If the author is not convinced by the decision of the committee, he/she shall appeal to the President through the concerned department; and
f) The President shall terminate the Committee's decision if he/she gets the case convincing and return the case to the Committee with decisions and instructions.

6.1.5. Obligations of Authors of Teaching Materials

Any author who has produced a teaching material shall have the obligation to improve the quality of his/her work so that it may qualify as a textbook within a period of five years starting from the time of its acceptance as a teaching material without any prejudice to additional remuneration.

6.1.6. Ownership of Teaching Materials

a) Ownership of any teaching material for which the author has been remunerated in accordance with 6.1.5. hereinabove shall be conferred with the college; and
b) The college shall have the right to assign the upgrading of any teaching material to a textbook to another academic staff in case the author of the teaching material fails to discharge this obligation of his as provided under 6.1.5. Hereinabove.

6.1.7. Obligation of the College

The college shall have the manuscript that qualifies as a teaching material available in as many copies as is needed in a media appropriate for the purpose for which the teaching material is intended at its expense, as soon as circumstances permit.

6.2 Rules, Guidelines and Procedures Applicable to Textbooks

6.2.1. Principle

The rules, guidelines, and procedures governing the production of teaching materials shall apply to the production of textbooks.

6.2.2 Criteria for Commissioning

a) Commissioning means selection and appointing of an author or a team of authors to produce textbooks in accordance with the provisions of the following sub-article.
b) To be commissioned as an author of a textbook, an academic staff must have:
   - produced a teaching material on the subject:
   - taught the subject for a minimum of five times; and
c) In the case of a team of authors at least one of the authors should satisfy all the conditions of (b) above.

6.2.3. Working Conditions of a Commissioned Author

a) An academic staff commissioned by a responsibility center to prepare a textbook shall be entitled to:
   - a reduction of three (3) credit hours in his teaching load for a period of one year.
   - funds provided by the college to cover the expenses for the preparation of the textbook; and

b) The author shall conclude a binding contract to this effect with the relevant college authorities.

6.2.4. Criteria that Qualify Manuscript as a Textbook

a) To qualify as a textbook, a manuscript must, in addition to the criteria that qualify a manuscript as a teaching material provided in 6.1.2. and 6.1.3 hereinabove, meet the standards of originality as specified in the definition; and

b) a manuscript recommended as a textbook by any department shall be assessed by one internal and one external expert in the field, and the RTTSC in consultation with the relevant dean shall make the final selection.

6.2.5. Obligations of Authors of Manuscripts that Qualify as Textbooks

a) Any author who has produced any manuscript that qualifies as a textbook shall have the obligation to update his work; and

b) The college shall have the author's obligation of updating the textbook by another academic staff in case the author of a textbook fails to discharge his obligation.

6.3 Remuneration for Authors and Editors of Teaching Materials

The author of a Teaching Material is entitled to receive monetary remuneration appropriate for his/her contribution. The amount received shall be decided by the College management council based on recommendation of the Academic Commission.

6.4. Content of the Teaching Material/Text produced

(Note: Distance program has its own Self Learning Material development guideline)

1.Cover Page (Name of Institution, Department, Course Title, Name of the Author and Editors, Place and Year of Publication).

2.Table of Contents: The table of content shall be prepared on the basis of the course outline /competencies as approved by the Senate of QUEENS' COLLEGE.

3.Course Introduction: the overall content of the course/TTLM and its relevance

4. General course objective

5. Specific Course objectives

6. Objectives of each unit

7. Unit introduction

8. Each chapter/unit shall have **review questions,** tasks and practical exercises

9. Unit and course summary

10. **Glossary** of technical terms at the end of the material

11.Text and reference books and latest reference material.

12.The **total pages** shall be between 120—150.

13. The illustrations and lay out shall be encouraging and motivating to read.

14.**Simple and understandable language** and presentation (**coherence) and design.**

6.5. Guidelines for editing any teaching material produced by Queens' College

Any editor (content or language) shall edit the text against the following fundamental editing principles:

1. Clarity of the Material:

Decide whether the language used in the material is simple and suited to the learner avoiding pompous and complicated language.

2. Conciseness of the Material:

Decide what the leaner needs to know and check whether the contents are appropriate; Decide on the type of sentences the writer has used.

3. Completeness of the Material:

Check whether the necessary pieces of information including facts, evidence and summary are included and whether all headings and subheadings in the course

content are covered in the TTLM. The table of contents and the course outline in the curriculum shall be similar and shall be checked.

4. Accuracy of the Material:

Make sure the facts are accurate, the summaries and activities are justified. Check the grammar and spelling.

5. Courteous Material:

Check the existence of sentences or ideas which annoy the leaner. Promote good manner and simplicity

6. Concreteness of the Material:

Check whether pictures, tables, graphs and the like are used. The language shall be tangible.

Copyright

1. Copyright shall be retained by Queens' College as publisher of the textbook; and
2. The college shall have the sole control of the paper, format, type, jacket, production, and publishing, advertising price, sale and terms of sales of the work.

7. Research Misconducts and Disciplinary Measures

7.1. Research Misconducts

a. Each staff member of the college has a responsibility to foster an environment which promotes intellectual honesty and integrity and which does not tolerate misconduct in any aspect of research or scholarly endeavor.

The following are considered to be research misconducts:

- Failure to meet lines of accountabilities stated in this document;
- Failure to provide with project progress reports timely to RCSPO;
- Misuse of research fund and materials;
- Delaying of research projects without convincing reason(s);
- Failure to complete research works within a scheduled time without convincing reason(s);

- Failure to submit the final research documents in a required way and amount;
- Failure to present findings to community of the college;
- Any form of plagiarism and mischief in research;
- Any form of corruption and injustice in research and research administration;
- Failure to respond timely to instructions from research administration; and
- Researcher's failure to work in collaboration with others when there is a need for collaboration.

7.2. Research Disciplinary Measures

a) Research misconduct will be treated at different levels before disciplinary measures are taken;
b) First, oral warning will be given to the person who committed the misconduct if the misconduct is tolerable. This will be written warning if the misconduct is intolerable;
c) Both the oral and written warnings will be given by Head of Research, Community Service and Publication office;
d) Second, the Research, Community Service and Publication head will present the misconduct to RTTSC for decision if the case is beyond the mandate of RCSPO;
e) The decision of RTTSC will be sent to the concerned body of the college for disciplinary measures;

8. Proposal and Thesis Report Writing Guideline for Post graduate Programs

8.1. Introduction

The master's thesis is an integral part of the scientific formation in the master's programme. The purpose of a master level thesis is to provide research training. It may cover a wide variety of topics and formats, ranging from experimental design and primary data collection to policy analysis, and may be field and/or laboratory based. The topic must be relevant to the overall theme of the modules the student has taken and the results of the research should be applicable in his/ her previous or future working environment.

8.2 Approval of Research Project

Students should have identified a thesis topic during the time period in which they are enrolled in their second year of study. Upon completion of the course work a final decision about the thesis topic must be taken. The sections specified in the proposal structure will be approved prior to the data collection.

- Title
- Introduction
  - ✓ Background,
  - ✓ Problem statement,
  - ✓ Justification
  - ✓ Significance of the study
- Literature review
  - ✓ Conceptual framework
- Objectives of the study or study hypothesis
- Methods

✓ Study area and period
✓ Study design
✓ Source and study population
✓ Sample size determination
✓ Sampling technique
✓ Data collection tools and techniques
✓ Study variables
✓ Operational definition
✓ Data Analysis

- Ethical Issues
- Time frame
- Budget
- Work schedule
- References

- Annexes

8.3. Thesis Advisors

Based on the outline, the academic affairs office will select a thesis advisor (advisors) who should have relevant experience in the chosen research field. He /she or they must approve the suitability of the thesis topic and outline the individual course of study for the student and its feasibility. The advisor(s) will guide the student during the time of preparation, collection of research material, writing and completion of the thesis. He/she or they should recommend whether formal ethical approval from institutions or associations other than the home institution must be obtained. Data protection and confidentiality issues must be considered.

8.4. Time Limits

Work on the thesis including data collection and write-up of the thesis should not exceed eight months. Only in special circumstances may students apply to the academic affairs office for an extension.

8.5 Change of Topic

Title and outline of the project should not be changed without good reasons. Changes must be approved by the thesis advisor and the academic affairs office. The subject of the thesis may be changed only once and only during the first month of the thesis working period. If the student changes the proposed methods to such extent as to raise substantially different ethical issues, the project must be resubmitted for approval.

8.6. Credit Hours of Thesis

Research work is equivalent to 6 credit points (a minimum of 96 hours student investment time).

8.7. Final Document

The final document must be submitted in triplicate to the academic affairs office. The oral examination (Defense of thesis) is to be scheduled at the first week of June. The thesis should contain a statement confirming that work on the thesis was done without assistance, and that no auxiliaries other than specified were used.

8.8. Evaluation of the Thesis

The thesis is evaluated by the thesis advisor (advisors) initially and submitted to an external and internal examiner for further evaluation after approval of the supervisor. Finally the student will defend the thesis in the presence of his/her examiners and grade will be given for the thesis report. The following criteria are specific to the thesis evaluation.

- Relevance of subject (to working situation of student, general international relevance).
- Clear definition of the problem and objectives of the thesis.
- Optimal literature review and conceptual frameworks discussed in the course
- Appropriate, justified conclusions and feasible recommendations.
- Logical flow of reasoning, without gaps or superfluous overlaps.
- Reasonable English, with noticeable proof of spell check utilisation.
- Consistent lay-out.
- Sufficient, correctly cited and correctly listed references supported by endnote and other referencing softwares.
- Insufficient data or results that do not support the original hypothesis, should not prevena master level thesis from being successful, provided the student can explain and critically assess the reasons for the problems.

8.9. Structure of the Thesis Proposal

It is essential to present the information clearly, in a concise way, and easy to read. The following contains a suggestion for a format that proved to be a useful way of structuring the thesis. Although this is only one possible way of structuring the thesis, changes should be discussed with the thesis advisor before making a final decision. We suggest presenting the thesis proposal as follows:

Cover page with the following sequence:

- Institution logo
- Name of the institution

- Title
- Name of author
- A thesis proposal submitted to Queens' College in partial fulfillment of the requirements for the degree of master of business administration General/ Accounting and Finance
- Name of the advisors
- Month and year of submission
- Place or site of institution

Title page with the following sequence

- Institution logo
- Name of institution

Master thesis research proposal submission form

Name of principal investigator	
Name of primary advisor	
Name of co advisor	
Full title of thesis research	
Duration of thesis research	
Study area	
Total cost of the project	
Address of the investigator	Email: Cell phone:

Assurance of principal investigator

I the undersigned agree to accept all responsibilities for the scientific and ethical conduct of the research project and for the provision of required progress reports as per terms and conditions of the research publications office in effect at the time of grant is forwarded as the result of this application. I will provide timely progress report to my

advisors and seek the necessary advice and approval from my primary advisor in the course of the research.

- Name of the student: _____Signature: _____ Date: _____
- Name of the primary advisor: _____ Signature: _____ Date: _____
- Name of the co advisor: _____ Signature: _____ Date: _____

List of tables

List of figures

List of annexes

Acronyms and abbreviations

Acknowledgment

Table of contents

Summary

This is the summary of your proposal. It must include your introduction, objective or hypothesis or research question, methods, budget and schedule of the study in short. It must be brief and be able to show the reader the whole picture of your proposal.

1. **Introduction**

It must include the following sequences

- **Background**

Setting out current status of the problem based on previous key research and facts set in a broader perspective; the research context or preview.

- **Statement of the problem**

This section must answer the following questions:

- ✓ What is the magnitude of the problem globally, regionally and nationally with specific emphasis in the research area?
- ✓ What is the program setting? This includes national intervention programs and standards of operation and other background information that are very important and pertinent to the study topic.

- **Rationale of the study (Justification and significance of the study)**

This section must answer the following questions:

- ✓ Why are you intending to do this research?
- ✓ What is the knowledge gap that you identified from your literature review?
- ✓ What kind of gap are you planning to fill?

This section also should state about the usefulness of the end results of your study and must answer the following questions:

- ✓ Where can one use the results of your study?
- ✓ What for and how can one use the findings of your study?
- ✓ Who is going to use the results?
- ✓ What is the importance of your research for the policy makers, practitioners and researchers?

2. Literature review

This section must answer the following questions:

- ✓ What do literatures say about your study topic?
- ✓ What is the existing knowledge pertinent to the subject under study?
- ✓ What is the report from different studies?
- ✓ Do reports from other studies contradict or supplement one another in what ways do they supplement or contradict?
- ✓ Develop a conceptual framework based on your review

3. Objective

- ✓ It includes general and specific objectives
- ✓ Specific objectives should be SMART
- ✓ It is better if specific objectives are not more than two unless you have relevant and very critical reasons for more.
- ✓ It can be expressed in the form of research question, positive statement or hypothesis

4. Methods

It should include the following sections in sequence

- **Study area and period**

- ✓ Brief description about the location in reference to known cities (Accessibility), its geography, population size, facilities and program description if there is any program related to the study topic in the study area
- ✓ Mapping of the study area and cooperation and stability of the study area if it is applicable
- ✓ Other specific socioeconomic characteristics of the study area if it is pertinent to the study topic. (for instance, if the study topic is about malnutrition and if the study area is an area characterized by high production of crops it can be mentioned here).

- **Study design**
  - ✓ The type of study design to be used
- Study population
  - ✓ Describe the population which is going to be studied (it might be households, patients, individuals, etc.)
  - ✓ Who are the respondents? (Household heads, mothers, any adult in the house, patients at the outpatient or in patient, personnel's, students, dropouts)
  - ✓ In case your topic involves collection of specimens from whom are you going to collect sample?
  - ✓ In case your topic involves measurement of certain variables on whom are you going to measure those variables?
- **Sample size determination**
  - ✓ Describe how you arrived at your sample size
  - ✓ What formula you used and why and how you used it?
  - ✓ Why did you choose the specified elements of the formula?
- **Sampling procedure**
  - ✓ Describe what kind of sampling technique you are going to use

- ✓ Describe clearly the procedure or the steps how you apply these sampling techniques in the field (if there are steps in the procedure clearly describe the procedure in a logical sequence until you pick the study participants)

- **Study Variables**
  - ✓ List all variables of the study both dependent and independent
- **Operational definitions**
  - ✓ Provide definitions for terms that require definition for your own operational activities
  - ✓ Please note that you do not need to define terms that have a well-known scientific definition
  - ✓ Operational definitions are usually given to variables and values (For instance if you study knowledge, you need to define a cut off point to classify your respondents as those who have knowledge and those who have no knowledge based on your questions)
- **Data collection procedures, and quality assurance**
  - ✓ What type of data are you going to collect?
  - ✓ How are you going to collect the data? Describe the data collection procedure in detail including the pretesting of your tools and how, where and on whom you are going to do your pretest
  - ✓ Describe the tool (questionnaire) you are going to use
  - ✓ Describe the data collectors and the training period and with what module you are going to train them
  - ✓ Who are the respondents?
  - ✓ Where are you going to administer the questionnaire?
  - ✓ When are you going to administer the questionnaire? (Period/time)
  - ✓ How are you going to monitor the quality of data during collection?
- **Data management and Data analysis**
  - ✓ Describe your data management procedure with the following sequence: coding, entering, cleaning, storing, recoding and the software to be used

- ✓ Describe the statistical method you are going to use for analysis (descriptive and/or analytic, use of univariate and/or multivariate analysis, etc.)

- **Ethical considerations**

5. Budget analysis and personnel

6. Work plan

7. References

8. Annexes

It may include Data collection tools, written informed consent form, etc.)

8.10. Structure of Master's Thesis Report

It is essential to present the information clearly, in a concise way, and easy to read. The following contains a suggestion for a format that proved to be a useful way of structuring the thesis report. Although this is only one possible way of structuring the thesis, changes should be discussed with the thesis advisor before making a final decision. We suggest presenting the thesis report as follows:

Cover page with the following sequence:

- Institution logo
- Name of the institution
- Title
- Name of author
- A thesis report submitted to Queens' College in partial fulfillment of the requirements for the degree of master of Business Administrational General/ Accounting and finance
- Name of the advisors
- Month and year of submission
- Place or site of institution

Title page with the following sequence

- Institution logo
- Name of institution

- Full address of student and Advisor

Thesis report declaration

I, the under signed, declared that this is my original work, has never been presented in this or any other University, and that all the resources and materials used for the thesis work, have been fully acknowledged.

Name of student: _____Signature: _____Date: _____

This thesis has been submitted for examination with my approval as the student thesis work advisor.

Name of advisor: _____Signature: _____Date: _____

This thesis has been submitted for examination with my approval as the program coordinator.

Name of coordinator: _____Signature: _____Date: _____

This thesis examination result is correct and based on the given evaluation criteria

Name of external examiner: _____Signature: _____Date: _____

Name of internal examiner _____Signature: _____Date: _____

List of tables

List of figure

List of annexes

Acronyms and abbreviations

Acknowledgment

Table of contents

Abstract

It should not be more than 350 words. The word abstract is written in capital letters and is centered. The abstract should summarize the background of the study, the objectives, the methods used, results obtained, conclusions drawn, and recommendations.

1. Introduction

It must include the following sequences

- **Background**

Setting out current status of the problem based on previous key research and facts set in a broader perspective; the research context or preview.

- **Statement of the problem**

This section must answer the following questions:

- ✓ What is the magnitude of the problem globally, regionally and nationally with specific emphasis in the research area?
- ✓ What is the program setting? This includes national intervention programs and standards of operation and other background information that are very important and pertinent to the study topic.

- **Rationale of the study**

This section must answer the following questions:

- ✓ Why are you intending to do this research?
- ✓ What is the knowledge gap that you identified from your literature review?
- ✓ What kind of gap are you planning to fill?

This section also should state about the usefulness of the end results of your study and must answer the following questions:

- ✓ Where can one use the results of your study?
- ✓ What for and how can one use the findings of your study?
- ✓ Who is going to use the results?
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This section must answer the following questions:

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- ✓ What is the existing knowledge pertinent to the subject under study?
- ✓ What is the report from different studies?
- ✓ Do reports from other studies contradict or supplement one another in what ways do they supplement or contradict?
- ✓ Develop a conceptual framework based on your review

3. **Objective**
   - ✓ It includes general and specific objectives
   - ✓ Specific objectives should be SMART
   - ✓ It is better if specific objectives are not more than two unless you have relevant and very critical reasons for more.
   - ✓ It can be expressed in the form of research question, positive statement or hypothesis

4. **Methods**

It should include the following sections in sequence

- **Study area and period**
  - ✓ Brief description about the location in reference to known cities (Accessibility), its geography, population size, facilities and program description if there is any program related to the study topic in the study area
  - ✓ Mapping of the study area and cooperation and stability of the study area if it is applicable
  - ✓ Other specific socioeconomic characteristics of the study area if it is pertinent to the study topic. (for instance, if the study topic is about malnutrition and if the study area is an area characterized by high production of crops it can be mentioned here).
- **Study design**
  - ✓ The type of study design to be used
- Study population
  - ✓ Describe the population which is going to be studied (it might be households, patients, individuals, etc.)
  - ✓ Who are the respondents? (Household heads, mothers, any adult in the house, patients at the outpatient or in patient, personnel's, students, dropouts)
  - ✓ In case your topic involves collection of specimens from whom are you going to collect sample?

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  - ✓ Describe how you arrived at your sample size
  - ✓ What formula you used and why and how you used it?
  - ✓ Why did you choose the specified elements of the formula?
- **Sampling procedure**
  - ✓ Describe what kind of sampling technique you are going to use
  - ✓ Describe clearly the procedure or the steps how you apply these sampling technique in the field (if there are steps in the procedure clearly describe the procedure in a logical sequence until you pick the study participants)
- **Study Variables**
  - ✓ List all variables of the study both dependent and independent
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  - ✓ Provide definitions for terms that require definition for your own operational activities
  - ✓ Please note that you do not need to define terms that have a well-known scientific definition
  - ✓ Operational definitions are usually given to variables and values (For instance if you study knowledge, you need to define a cutoff point to classify your respondents as those who have knowledge and those who have no knowledge based on your questions)
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  - ✓ What type of data are you going to collect?
  - ✓ How are you going to collect the data? Describe the data collection procedure in detail including the pretesting of your tools and how, where and on whom you are going to do your pretest
  - ✓ Describe the tool (questionnaire) you are going to use

- ✓ Describe the data collectors and the training period and with what module you are going to train them
- ✓ Who are the respondents?
- ✓ Where are you going to administer the questionnaire?
- ✓ When are you going to administer the questionnaire? (Period/time)
- ✓ How are you going to monitor the quality of data during collection?

- **Data management and Data analysis**
  - ✓ Describe your data management procedure with the following sequence: coding, entering, cleaning, storing, recoding and the software to be used
  - ✓ Describe the statistical method you are going to use for analysis (descriptive and/or analytic, use of univariate and/or multivariate analysis, etc.)
- **Ethical considerations**

It should include points on how can address the four ethical principles through participant information Sheet and consent form.

5. Results

Under the results, the students present their findings without interpretation in the form of tables and figures accompanied by appropriate narrative. Presenting the same data both in tables and in figures should be avoided. However, when data are presented in the form of a figure, the raw data may be shown in the appendix.

The narrative for each table and figure should focus on observations that are most relevant. Writing the result's narrative in a way that is not highly redundant with information in the tables and figures is important. Whether students write their results and discussion separately or not, the results part should be an objective report of their findings. Interpretation of the results should be made in the discussion.

The section should be divided into subheadings that reflect the findings of the study. Each subheading may then be further divided into various levels of subheadings. In summary, the students present their results clearly, focusing on the research questions described in the objectives section.

6. Discussion

In the discussion, the students interpret their results. The discussion is used to highlight the importance of the study and describe limitations of the study and implications for future research. When writing the discussion students synthesize the discussion to flow with the results section.

In the discussion, repeating your findings without interpreting or synthesizing them should be avoided. A common mistake in the discussions is to present a superficial interpretation that merely states the results again. If your results differ from earlier reports, explain why that may have happened. If your results agree with your expectations, then describe the reports and interpretations to support them. It is not adequate to simply state that the data agreed with earlier reports. In addition, students should not attempt to discuss each and every finding. The discussion should focus on your major findings, which call for interpretation. Besides these, the discussion should not address findings that have not been described in the results.

7. Limitations and strengths of the study

The methodological strengths and limitations should be mentioned

8. Conclusions

The conclusion should be consistent with the objectives and findings of the study

9. Recommendations

The recommendations should be specific and feasible and should be given based on the findings

10. References

All references appearing in the references section of the thesis must have been cited in the narrative. It should include the complete list of journal articles, books, reports, on-line searches and other reference materials cited in the narrative. References should be relevant and recent. The majority of the citations should be articles published in peer-reviewed journals or official reports within the past five years and ideally no later than ten years of the student's thesis. Also, heavy dependence on unpublished materials as references is strongly discouraged. All in-text citations and the reference list in the reference Vancouver style with the help of reference managers.

11. Annexes

It will include, for example, the questionnaires used in the research, focus group discussion guidelines, mathematical formulae, supplementary illustrative material and any other relevant materials related to the completion of the research.

8.11. Document Formatting

In formatting your document please use the following instruction

- **Font face:** Times New Romans
- **Font size:** 12
- **Spacing:** 1.5 lines
- **Text alignment:** Justify
- **Page margins:** 3cm left and 2.5cm right, top and bottom
- **First level headings:** 14-font size, bold capital letters and central alignment
- **Second level headings:** 12-font size, bold lower case letters and left alignment
- **Page numbers:** Small Roman numerals (i, ii, iii, etc.) for the preliminary section from the title page to the page preceding the Introduction. Starting from introduction page through the annexes use Arabic numerals (1, 2, 3, etc.).

9. Amendments of Research, Community Service and Publication Policy and Guideline

This policy and guideline is subject to internal discussion and debate. In the Research, Community Service and Publication process, it is Queen's fundamental belief that the Research Community Service and Publication Standing Committee should continuously review and enhance the policies and procedures that support this process in order to enhance Research, Community Service and Publication services.

10. Effective Date

This policy shall enter into force since February12/2018 G.C

Appendices:

Appendix I: Contents of Research Project Proposal, Queens' College

1. **Cover page:** The cover page should contain Name(s), academic rank and department of the researcher(s)
2. **Inside pages:**
   A) **Background of the problem** (Theoretical and practical information related to the problem)
   B) **Statement of the problem** (Description and justification of the problem to be investigated)
   C) **Objectives of the study**
   D) **Methodology** (Research area, research population, methods of data collection, approach to data analysis)
   E) **Expected outcomes** (Expected findings, significances of findings, ways of discriminating the findings etc.)
   F) **Schedule** (Time Breakdown)
   G) **Cost breakdown (**Cost for each activity and material)
3. **End page**: References (All references materials used or to be used)

Note that researchers submitting proposals should take the following conditions in to account:

a) It must be based on the proposal submission format
b) The proposal must be: not more than 20 pages in length; typed in 1.5-space, font size-12, and font type-Century Ghotic, 1.25 inch left margin and the rest margins must be 1 inch.
c) It must be addressed to the respective institutes.
d) All researchers in the team must put their signature on all copies of the hard

copies.

e) Address that will be Announced.

Appendix II: **Evaluation Criteria for Approval of New Research Proposals, Queens' College**

Research Proposal Title: _____

Department _____

Presenter's Name: _____

No	Description	Point (%)	Evaluator's Score (%)	Remarks
1	**Relevance/Potential Applicability**	**40**		
	✓ Degree to which proposed research is in line with the country's research strategy and or thematic area of Queens' College	15		
	✓ Degree to which proposed research addresses specific or priority problems	10		
	✓ Degree to which the research outputs/technologies are likely to bring immediate solution	5		
	✓ Degree to which proposed research will be useful to policy makers	5		
	✓ Degree to which such research contributes to capacity	5		

	building			
2	**Scientific Standard/Quality**	**35**		
	✓ Originality of the proposed research	7		
	✓ Clear presentation on justifications, objectives and/or hypotheses	10		
	✓ Appropriate use of methods for testing hypotheses/for addressing objectives	6		
	✓ Proper design of experiments and/or descriptions, and quality of data to be collected	6		
	✓ Appropriate use of qualitative data analysis methods and procedures	6		
3	**Technical Feasibility**	**15**		
	✓ Researcher's experience & capacity to conduct the research	2		
	✓ Budget fairness	5		
	✓ Degree of multidisciplinary approach	8		
4	**Overall Feasibility of the Research with the Current Resources & Priority Areas of Queens' College**	**10**		
	Total	**100**		

Note: Proposals relatively with higher points will be considered for funding from Queens' College research fund.

Appendix III: Research Grant Agreement, Queens' College

Research Grant Agreement between Queens' College and

_____

(Hereafter referred to as the Researcher/s)

Queens' College has allocated Birr _____ /_____ _____/for total; _____Birr for the first year, _____birr for the second year _____Birr for the third year, and the researcher/s will undertake the research project entitled _____ _____as per the attached research proposal. Therefore, it is hereby agreed and declared by and between the parties hereto as follows.

Article i: RESPONSIBILITIES OF THE RESEARCHER/S

The researcher/s shall:

1.1 Undertake the research in accordance with the term and condition set forth in this document and in accordance with the rules and regulations stated in the Research, Community Service and Publication Policy and Guidelines of the college.

1.2. Submit progress, final and financial reports in accordance with Article III of this agreement

Article ii: AMOUNT OF GRANT

2.1 The college agrees to allocate a sum of Birr _____/ _____/to the researcher/s for the _____ period commencing this day of _____.

2.2 The fund shall be administered by the researcher/s and controlled by RCSPO.

Article iii: SCHEDULE OF DISBURSEMENT OF FUNDS AND SUBMISSION OF REPORTS

3.1 **75%**of the 1st year budget Birr _____/_____ _____/shall be released to researcher/s within a few days after the signing of the agreement for the first phase. The same trend will be followed for the next years (if any).

3.2 A further release of 25% of the budget for each year Birr _____/_____/shall be done after production of an interim report describing the work already done for the budget taken and financial documentation detailing expenditures made up on the point and approval of RPO.

3.3 The researcher/s shall submit progress reports to RCSPO describing activities undertaken, problems encountered and items for discussion, if any.

3.4 A copy of the final report of the research shall be made available to the college as per the given time frame as indicated in the agreement.

Article iv: UTILIZATION OF THE GRANT

4.1 The researcher/s shall not utilize(s) the funds other than what is stated in the research/project proposal.

4.2 After the completion of the project, the unutilized fund shall be returned to the college.

4.3 After the completion of the project, any permanent material or equipment acquired from this research fund shall be the property of the college.

Article v: SUPERVISION

5.1The College has the right to supervise/oversee the implementation of the project, and ask the researcher/s for a written report about the status of the project and utilization of the grant at any time during the agreement periods.

Article vi: BREACH OF AGREEMENT

The following acts shall be considered as breach of agreement:

6.1Utilization of the grant, partially or wholly for purposes other than what is stated in the project/research proposal

6.2 Failure in the submission of reports, as stated in Article III

Article vii: EFFECT OF BREACH OF AGREEMENT

7.1 If there exists a breach of agreement, the college will stop funding the research/project & forces the researcher to refund the utilized fund.

7.2 The researcher/s shall be liable for non-performance of his/her/their responsibilities, as stated in the agreement.

Article viii: EFFECTIVE DATE OF AGREEMENT

This agreement shall enter into force on the date of its signature this day of _____, the year _____.

On Behalf of the College	**Researchers/Main Researcher**
Name: _____	Name: _____
Signature: _____	Signature: _____
Eye Witnesses	Name: _____
Name: _____	Signature: _____
Signature: _____	Name: _____
Name: _____	Signature: _____
Signature: _____	

Appendix IV: Research Project Registration Form, Queens' College

1. Title of the project:

   _____

   _____

   _____

   _____

2. Project code:

   _____

3. Principal investigator (s)/ Project coordinator (s) since the beginning of the project:

Name: _____ Department: _____ Duration: _____	Name: _____ Department: _____ Duration: _____
Name: _____ Department: _____ Duration: _____	Name: _____ Department: _____ Duration: _____

4. Collaborating organization and contact person (s) (full address) (if any)

Name: _____ College /Institution:	Name: _____ College /Institution: _____ College/Faculty:

_____ College/Faculty: _____ Country:- _____ Duration: _____	_____ Country:_____ Duration: _____
Name: _____ College /Institution: _____ College/Faculty: _____ Country:- _____ Duration: _____	Name: _____ College /Institution: _____ College/Faculty: _____ Country:_____ Duration: _____

5. Involved research team members from Queens' College

Name: _____ Department: _____ Duration: _____	Name: _____ Department: _____ Duration: _____

Name: _____	Name: _____
Department: _____	Department: _____
Duration: _____	Duration: _____

6. Home base of the project:
   a. Department: _____
7. Amount of fund: _____
8. Source of fund: _____
9. Project duration: _____
10. Account number:

_____

11. Approval: I certify that the above information is correct:

Principal investigator/ Coordinator

_____

Head, Department:

_____

For RCSPO Use Only

Registration Number: _____

Sector: _____

Scope: _____

Remarks: _____

Appendix V: **Payment Request Form for Research & Teaching Material Preparation, Queens' College**

1) Title of the research: _____
2) Principal researcher(s) Name:_____ Signature: _____
3) Source(s) of fund: _____
4) Total grant approved for research: in kind_____ in cash Birr_____/
   _____/
5) Period needed to complete the research_____
6) Periods covered in each phase: phase I _____ Phase II _____
7) Payment request for phase/period I _____
8) Work plan for the requested phase
   _____
   _____
9) Budget requested (prepare in table)

No.	Description	Unit	Quantity	Expenditure (Birr)	
				Unit cost	Total cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

11					
12					
13					
14					
15					
				Total	

*(Fill this form in three copies: One copy for Finance Office.; one copy for RCSPO; one copy for yourself).

Requested byApproved by (RPO)

Name: _____ _____

_____ _____

Sing.: _____ _____

_____ _____

Date: _____ _____

_____ _____

Appendix VI: **Progress Report Form for COLLEGE-Funded Researches, Queens' College**

I. Title of the research project: _____

II. Name/s and signatures of investigator/s

1. _____
2. _____
3. _____

III. Report for phase (I) (II) (Circle one.)

IV. Period covered: _____

V. Fund utilized in Birr : _____

VI. Work accomplished during the reporting phase (Indicate key accomplishments, comparing with what was planned.)

_____

_____

_____

_____

VII. Work plan for the next phase

_____

_____

_____

_____

VIII. Problems encountered

_____

_____

_____

_____

IX. Financial expenditure (breakdown of the total amount utilized in the reporting phase)

I. Consumables

No.	Budget line	Unit	Quantity	Expenditure	
				Unit cost	Total cost
1					
2					
3					
4					
5					
Sub total					

II. Equipment

No.	Budget line	Unit	Quantity	Expenditure	
				Unit cost	Total cost
1					
2					
3					
4					
5					
Sub total					

III. Per diem

No.	Budget line	Unit	Quantit	Expenditure	
				Unit cost	Total cost

			y		
1					
2					
3					
4					
5					
Sub total					

III. Travel

No	Budget line	Unit	Quantity	Expenditure	
				Unit cost	Total cost
1					
2					
3					
4					
5					
Sub total					

IV. Services(Photocopying, etc.)

No	Budget line	Unit	Quantity	Expenditure	
				Unit cost	Total cost
1					
2					
3					
4					
Sub total					

V. Other

No	Budget line			Expenditure

		Unit	Quantity	Unit cost	Total cost
1					
2					
3					
Sub total					
				Grand total	

Balance (Total grant less fund utilized) _____

I certified that all of the information and figures provided above are correct and complete.

Signature of the principal investigator/s _____

Name: _____ Sign.:_____

Certified by: _____ Sign.:_____

Comment and approval by

RCSPO_____

Name: _____ Signature: _____

Note: **RCSPO** ***can ask more details of the activity performed and fund utilized.***

Appendix VII: **Research Extension Request Format, Queens' College**

Date:

1. Title of the Project:

   _____

2. Registration number of the project: _____

3. Project management/organization/co-ordination:

   _____

Principal investigator (s):
Department:
Implementation committee/steering members, if any:
Research team member(s) in the College (if any):

4. Project duration: _____

5. Funding:

Source of funding:				
Amount:				
Consumed fund:				
Financial expenditure (detailed expenditure for the reporting period by budget item)				

6. Project status:

7. Achievements/progress:

8. Reason for extension (State briefly why you intend to extend your research to the coming recurrent budget.):

9. Problems encountered (State any major problems encountered while conducting the research.):

10. Work plan (description of the work plan for the next year, including the research time table):

11. Fieldwork

Place(s)	Detail of type of observations, monitoring, experimental design	Which measurements	Frequency and duration	Expected output

12. Input needed (material, literature, research set-up)

13. Detailed Budget

Type of expenditure	Description	Total cost	Remark, if any

14. Type of output foreseen (report, scientific paper in journals, database)

15. Additional remarks

16. All the above information is correct.

_____ _____

Project Co-coordinator Signature and Date

17. Approval

_____ _____

Department Head Signature and Date

For RCSPO Use Only

_____

_____

_____

_____

_____

_____

Appendix VIII: **Terminal Report Format of a Research Project, Queens' College**

I. Name/s of the investigators/s: _____

II. Title of the study: _____

_____

III. Status of the study: Completed

IV. Duration of the study: _____to _____

(Indicate the date of signing of the agreement and the date on which your project is finalized).

V. Source of fund : _____

a) Amount granted (in Eth. B): _____ (_____

_____)

b) Amount utilized (in Eth. B):_____(_____

_____)

VI. Executive summary / Abstract: (Indicate in very summarized manner the salient aspects of the research)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

VII. Problems encountered during the research undertaking (Categorize key problem areas and elaborate them briefly.)

_____

_____

_____

_____

_____

_____

_____

VIII. Submitted to: (Mention the name of appropriate office.)

_____

_____

IX. Name, Signature, and Date

I/ We certify that the aforementioned information is full and complete.

Name (Investigator/s)	**Signature**	**Date**
_____	_____	
_____		
_____	_____	
_____		
_____	_____	
_____		

Appendix IX: Teaching Material/Textbook Evaluation Form at a College, Queens' College

- Name of author(s): _____
- Department: _____
- Program: _____
- Title of teaching material/textbook:

  _____
- Title and course number for which the teaching material and/or textbook is prepared:_____

  _____
- Please rate the quality of the teaching material/textbook within the scale of 1-5 on the points given below:

  a) Coverage of the core contents of the course for which it is prepared

  1 2 3 4 5

  ☐ ☐ ☐ ☐ ☐

  b) Inclusion of the current views held by authorities in the field, whether controversial or settled

  1 2 3 4 5

  ☐ ☐ ☐ ☐ ☐

  c) Approach to the subject dealt with

  1 2 3 4 5

  ☐ ☐ ☐ ☐ ☐

  d) Simplicity and comprehensiveness of preparation, taking into consideration the level of understanding of its primary audience

  1 2 3 4 5

  ☐ ☐ ☐ ☐ ☐

  e) Compliance with the rules, procedures and ethics of academic research

  1 2 3 4 5

  ☐ ☐ ☐ ☐ ☐

f) Inclusion of tabulations, graphs, illustrations and exercises where necessary for a comprehensive under taking of the subject matter it deals with

1 2 3 4 5

☐ ☐ ☐ ☐ ☐

g) Standards as to accuracy of facts

1 2 3 4 5

☐ ☐ ☐ ☐ ☐

h) In addition to the above please rate the teaching material and/or textbook, on degree of originality

1 2 3 4 5

☐ ☐ ☐ ☐ ☐

- Overall evaluation of the teaching material/textbook

7.1. Do you think the teaching material/textbook is

a) acceptable b) not acceptable

7.2. If acceptable, would you rate it as excellent? Please explain.

_____

_____

_____

_____

7.3 If not acceptable, please explain why.

Add any other remarks, if you have.

Assessor's name: _____ Signature:

_____

Academic qualification: _____Date:

_____

Academic rank: _____

Appendix X: Reviewer Selection Criteria, Queens' College

Generally, for all types of publications, the following criteria are considered as the prime and binding rules for selecting reviewers:

- The reviewer shall have field of specialization closer to the paper/subject to be reviewed.
- The reviewer shall be a senior staff member (M.Sc. /M.A. and above) with the required knowledge and skills.
- The reviewer shall possess an equivalent or higher academic rank than the author(s).
- The reviewer shall have a good profile/history with regard to publications of scientific papers, teaching materials and others.
- The reviewer shall have a recognized previous participation in activities of research, training and consultancy services.
- The reviewer shall have geographical proximity (physical closeness where he is living/employed) if the reviewer is outside the college.

In addition to the above general criteria, the following specific criteria are considered based on the type of publications:

I. Proceedings

- Unless and otherwise appropriate reviewer is not available in the college any reviewer shall be selected from the academic staffs of the college (Internal Reviewer)
- The number of reviewers to critically review the material shall not exceed two.
- The reviewer shall return the reviewed material within a maximum of two weeks.
- The reviewer shall receive a honorarium of Birr 5.00 per page upon submission if the manuscript review is found acceptable.

II. Journals

- A total of two or more reviewers (one or more internal and one external) shall be

used to critically review the material, i.e. the number of reviewers to critically review the material shall not be less than two.

- The reviewer shall return the reviewed material within a maximum of three weeks.
- The reviewer shall receive a honorarium of Birr 7.00 per page upon submission if the manuscript review is found acceptable.

III.Teaching Materials

- A total of three or more reviewers (two or more internal and one external) shall be used to critically review the teaching material. The number of reviewers to critically review the material shall not be less than three.
- The reviewer shall return the reviewed material within a maximum of one month.
- The material will also be sent to (a) recognized college(s) for further evaluation (if necessary)
- The reviewer shall receive an honorarium of Birr 10.00 per page upon submission if the manuscript review is found acceptable

Steps in Reviewer Selection

- The Research, Community Service and Publication Office (RCSPO) shall post the list of papers to be reviewed and officially invite reviewers (internal or external) to apply accordingly.
- The RCSPO, together with department Research, Community Service and Publication focal persons, shall select the potential reviewers and refer them for approval.
- The reviewers shall proceed with the review process upon approval by signing the reviewer's agreement form.
- The reviewer shall appraise the material in accordance with the guidelines prepared by the College.

Appendix XI: **Material/Research Paper Reviewing Agreement Form, Queens' College**

This is an agreement between Queens' College and _____, staff of_____, for the task to evaluate/review a material/paper for publication.

The title of the material/paper to be reviewed is

_____

_____No. of pages_____

I. The parties thereby agree

1. The Reviewer is responsible to evaluate the material /paper in accordance with the guideline prepared by the college.
2. The Reviewer has agreed to submit his reviewed material/paper in ……. weeks time from the date receiving the paper.
3. The college has agreed to pay **Birr ……** per page for the work done by the reviewer, which is considered as honorarium.
4. The Reviewer shall receive the honorarium upon submission only within the given time limit and the work /review is believed to be done appropriately.
5. The Reviewer shall agree to keep the confidentiality of the material/paper and not to use it for any purposes other than evaluation.

II. Breach of Agreement

1. The reviewer shall be liable for irresponsible acts by breaching the agreement after signing the agreement.
2. The college has the right to cancel the contract if the work is not finished within the agreed date

III. Period of Agreement

This agreement shall enter into force on the date of its signature and shall remain valid until the two parties terminate the agreement.

On Behalf of Queens' College	**Reviewer/Evaluator**
Name:	Name:
_____	_____
Position:	Position:

Signature:	Signature:
Date:	Date:

Appendix XII: **General Review Guideline/Review Form, Queens' College**

The following guidelines are prepared to assist reviewers to evaluate the materials or papers submitted for publication accordingly. The points of major consideration to review the materials or papers are placed into different parts. The materials/papers shall be assessed based on the sub-points given under each major point.

The major points of consideration to review the materials/papers are listed below:

1. **General comments**
   - Is the work generated worthy knowledge/technology?
   - Is the work worthy for publication in a scientific proceeding?
   - Is the work original?
   - Is the language adequate?
   - Is the content of the work written or organized in a way easy to follow or understand
2. **Comments on the title**

   Has the title best described the content of the manuscript/paper?
3. **Comments on the abstract**

   Has the abstract included the objective; experimental location, design and duration; the main results and conclusions?
4. **Comments on the introduction section**
   - Has the introduction well described about the researchable area?
   - Have the justifications clearly shown the reasons that initiated the research proposal (research gaps)?
   - Does it show the general and specific objectives of the study?
   - Is literature citation appropriate?

5. **Comments on the material & methods section**
    - Are the experimental sites/units presented clearly?
    - Does it clearly show the experimental designs and treatments?
    - Are the types and sources of data clearly described?
    - Are the methods and approaches of data collection and analysis shown appropriately?
6. **Comments on the result section**
    - Are the results shown appropriately?
    - Are the results illustrated sufficiently?
    - Are the analyses and statements made from it correct and logically consistent?
    - Are the analyses (tables, figures, charts, etc.) presented in the body of the manuscript/paper?
7. **Comments on the discussion (conclusions and recommendations) section**
    - Is the information generated sufficient?
    - Are the conclusions drawn from the results appropriate?
8. **Comments on the references**
    - Are the references related to the work?
    - Are the citation and acknowledgment of sources proper?
9. **Any additional comments**
10. **Reviewer's Possible Decisions**

After reviewing and commenting the manuscript the reviewer shall put his decisions on the following categories.

1. **Accept without any changes**

   Despite the minor language and copyediting the manuscript is publishable as submitted.
2. **Accept with few revisions**

   Some contents of the manuscript need to be modified and corrected prior to publication.

3. **Accept with major revisions**

   the manuscript can be useful with the ideas and results it presents, but it requires major revisions.

4. **Reject**

   There is no merit whatsoever in publishing this paper.

The teaching material shall be appraised in accordance with the following criteria:

a. Coverage (as per the objectives and descriptions indicated in the curriculum)
b. Richness of content
c. Ease of presentation
d. Inclusion of the current theories and practices (i.e., its being up to date)
e. Coherence and completeness
f. Appropriateness of examples, exercises and problems
g. Proper citation and acknowledgment of sources
h. Language