

AFRICA CENTRE OF EXCELLENCE FOR PUBLIC HEALTH AND TOXICOLOGICAL RESEARCH (PUTOR)

A GUIDE TO POSTGRADUATE RESEARCH THESIS/DISSERTATION PREPARATION, SUBMISSION AND EXAMINATION



APRIL 2019



THE UNIVERSITY ANTHEM

On the green lowlands and swampy planes
Of the new Calabar Rivers stand
The University of Port Harcourt
A citadel of learning and excellent education
A home of academic enthusiasts,
Searching, searching for knowledge and wisdom.

Enlightenment and self-reliance, our mission,
Our hope in the future is rooted in God alone;
The vision of our father shining in the stars,
Opportunities, unlimited and equal,
Our progenies citizens of the universe
From far and near, the pride of Uniport echoes.

Refrain:

Unique, Unique, Unique Uniport
Unique, Unique, Unique Uniport

Preface

The Africa Centre of Excellence for Public Health and Toxicological Research (ACE-PUTOR) has as a central focus - the production of cutting-edge research aimed at solving the health issues arising mainly from oil and gas sectors.

All staff and students at the centre are required to be adept at and demonstrate keen interest in research and the management of the research process. This guideline documents what obtains at the centre with reference to research conducted by postgraduate students.

This research guideline applies to full-time and part-time programmes, and is intended for use by students, examiners, and academic and administrative staff of the centre. Any deviations from this guideline will only be considered in the most exceptional circumstances upon formal requests, and such requests should be directed to the Dean of the School of Graduate Studies through the Leader of the Centre.

This document should be referred to along with the relevant policies and regulations of the University of Port Harcourt which are also available on the Centre's Website.

It is with great pleasure that I present to our staff and students the guidelines for conduct of dissertations/theses in the Centre for Public Health and Toxicological Research. I hope you have a pleasant time conducting research under our centre, and we are available to assist you in any way we can.



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Centre Leader

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Introduction

Research is core to the activity of the centre and key areas will focus on health issue related to oil and gas exploration and exploitation. The nature of research conducted in the Centre will include reviews (narrative and systematic) and empirical (observational and interventional) research that would improve the health of the community and enhance the efficiency and effectiveness of public and environmental health system as an integral part of the overall socioeconomic development of the people. Faculty expertise and industrial partners will be involved in the supervision of research projects in the Centre.

A comprehensive research management system would be developed for the Centre. All research to be carried out under the Centre shall utilize sound and rigorous methodologies and would be conducted using standard facilities, reliable and valid tools. A repository will be created for all research output of the Centre for future reference; and there would be adequate support for disseminating the research findings during local, regional and international conferences and publication in top-rated journals in related disciplines. The annual research fair of the proposed Centre would also serve as a means of dissemination of the research undertaken in the Centre. These strategies would promote adequate uptake of the evidences by industries and sector stakeholders including government and policy makers.

The research agenda of the Centre was planned in collaboration with the stakeholders. Efforts will be made to ensure that this agenda is tailored to meet the local needs of the industries and the sector. The review of the research agenda would be undertaken annually in collaboration with the stakeholders on completion of each trench of research in the Centre. To achieve the research plans of the Centre, there would be additional investment in human and infrastructural facilities such as creation of laboratories, re-training of staff, providing access to online resources including bibliographic databases and facilitating networking with international faculties.

All Masters and PhD students shall be required to submit hard and electronic versions of their thesis or dissertation (examination and final corrected versions). Submission of the electronic version shall be via the Centre's Electronic Thesis Submission System.

This policy relates to the preparation and examination of doctoral and master's degrees at the Africa Centre for Excellence in Public Health and Toxicological Research (ACE-PUTOR). This applies to both full-time and part-time students and should be used in conjunction with extant regulation on research in the University of Port Harcourt such as: The University of Port Harcourt Research Management Policy (SP/2012-2013/027Fii), the University of Port Harcourt Strategic Research Plan 2012 – 2016 (SP/2012-2013/027 Fiii), the University of Port Harcourt Intellectual Property Policy (SP/2012-2013/027Fiv) and the University of Port Harcourt Standard Operating Procedures for Research Ethics Committee (SP/2012-2013/027Fv).

Failure to follow these instructions may result in rejection of the thesis/dissertation for examination.

If any part of this document is not clear or if it is considered that there are important omissions or a thesis/dissertation requires an exception to any guidance in this document, please contact the appropriate office by email to research@aceputoruniport.edu.ng before submitting the hard and electronic version of your thesis/dissertation. Candidates should note that examiners may refer a thesis for re-examination or reject the thesis if the quantity of typographical errors indicates careless proof-reading.

Brief on ACE-PUTOR

Improved health systems played a key role in the dramatic rise in global life expectancy during the 20th century and still contribute enormously to the improvement in population health. A multi-disciplinary health workforce is the backbone of each health system that facilitates the smooth implementation of health actions for sustainable socio-economic development. Furthermore, the direct effect of crude oil prospecting and exploration has left some deleterious consequences on the ecosystem and public health in all the countries in this region. The way of life of the people, which are largely aquatic, has been largely destroyed. More recently, there has been a 'double air pollution burden' in the city of Port Harcourt. The persistence of black soot over the city is partly the result of oil exploration, meteorological changes, criminal

activities of artisanal crude oil refiners, poor environmental regulatory activities and the dearth of strategic knowledge resource to combat these preventable catastrophes. Adequately trained and highly skilled health workforce would play a major role in tackling the public health and environmental issues with oil exploration and exploitation in the Niger Delta region of Nigeria as well as contiguous areas in the Gulf of Guinea. Environmental degradation, especially the swamps, rivers and creeks from oil spills, pipeline vandalising and illegal refining activities are the major fall outs of the oil and gas industry in the Niger Delta region. This affects the health and livelihood of the people who depend on the ecosystem services for survival, consequently, leading to increased poverty and hunger. The problem is compounded by the paucity of highly skilled and motivated health professionals with current knowledge, skills and competencies required for conducting cutting-edge research in public health, toxicology, nutrition and nursing that would help mitigate the public health issues arising from oil and gas exploration in the region.

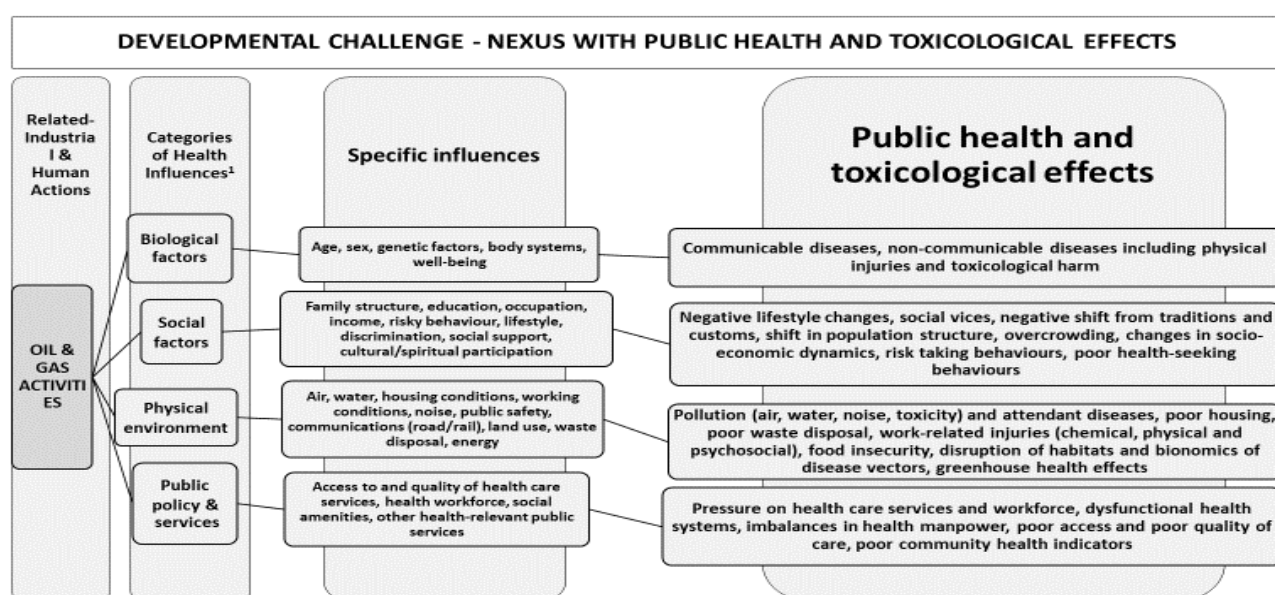


Figure 1. Public health and toxicological link with challenge

The Centre will develop high calibre human resources with the requisite teaching skills and research abilities, to handle the public health and environmental challenges hindering sustainable development in regions of Africa where oil and gas activities are on-going (Figure 1).

ACE-PUTOR (or PUTOR) was established to provide inter-disciplinary solutions to the issues associated with oil and gas exploration and exploitation in the region (Figure 2). The aim is to increase the quality and relevance of post-graduate education in public health, toxicology, nutritional biochemistry and midwifery/child health in UNIPORT through regional specialization, applied research, upfront University-Industry linkage and better regional and international coordination.

The **vision** of PUTOR is to become a centre of excellence in providing highly sought-after, world-class academic and professional programmes that are recognised for local relevance, international excellence and global impact in its focused field. The **mission** of the Centre is to provide a platform that will congregate highly skilled human resource both within and outside UNIPORT; build a robust resource of highly skilled and motivated public health professionals who are equipped with current knowledge, skills and competencies required to improve the training and practice in focused areas; produce cutting-edge research projects; and undertake consultancy and community services.

Specific Objectives of the Centre include:

1. Training of students, technical experts and policymakers through short courses on relevant public health and toxicological issues in the region.
2. Training national and regional master's degree students in the focused areas.
3. Training national and regional students to obtain PhDs in the focused areas.
4. Developing regional research capacity to support focused interventions on developmental challenges

DEVELOPMENTAL CHALLENGES – INTERDISCIPLINARY SOLUTIONS

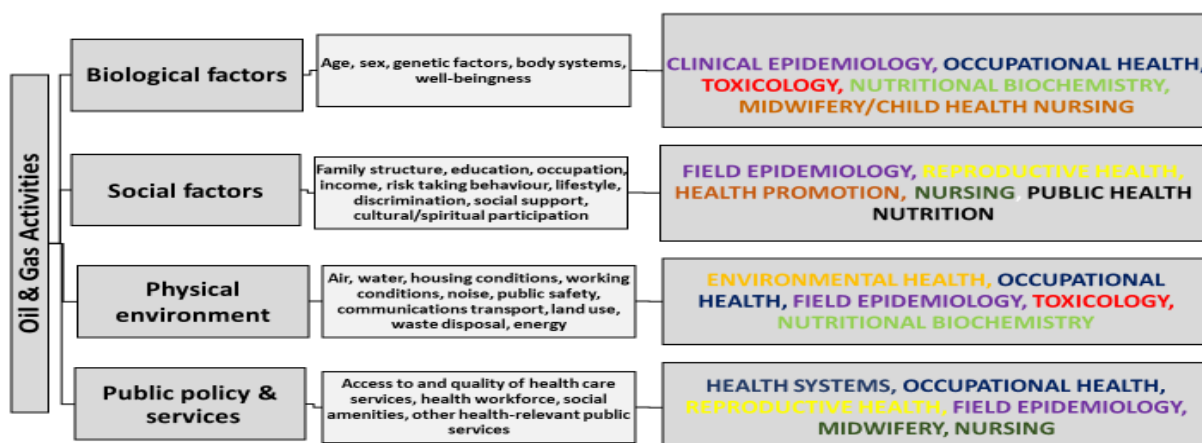


Figure 2. Inter-disciplinary solutions to developmental challenge

Training Methodology

Philosophically, all programmes in PUTOR are designed to promote equity, excellence and integrity. These are premised on developing the knowledge, skills and competences of students from diverse academic backgrounds to becoming industry-ready professionals. A mandatory period of internship in a relevant industry/sector provides additional opportunity for the students to ensure their research are tailored towards problem solving. All activities of the Centre have strong value propositions that will eventually translate into developing high-flying public health professionals that are equipped to solve local problems. The industry/sector partners are involved in the identification, formulation and implementation of the research agenda of the Centre.

Research Management and Coordination

Applied Research Committee

The day-to-day management of the research at the Centre is the responsibility of the Applied Research Committee headed by the Applied Research Coordinator. Students can reach the committee by sending emails to research@aceputoruniport.edu.ng. The responsibilities of the Applied Research Committee include:

1. Provide general coordination for all research activities in the Centre.
2. Coordinate students' dissertation process.

3. Coordinate Centre's Research Repository Management System (RRMS).
4. Identification of potential research titles and themes for students.
5. Ensure appraisal of submitted concept papers, proposals and draft dissertations by faculty members before approval by the School of Graduate Studies.
6. Make recommendations concerning the suitability of each students for research support and participation in any presentation including final thesis/dissertation defense.
7. Assist in the annual evaluation of the progress reports of the students.

Choosing topics and supervisors

The Centre serves as a platform for congregating trainers and researchers drawn from a broad base of national and international academic centres and industry/sector players who are:

- Committed to the training programme
- Willing to devote adequate time to mentor and interact with the postgraduate students
- Possess current knowledge and skills in the theory and practice of public health, toxicology, nutritional biochemistry and midwifery/child health nursing.
- Actively participate in pure and applied research as well as industry/community engagements;
- Able to supervise and assess the postgraduate students' research and ensure that required specifications and timelines are met

To ensure that postgraduate students get the necessary field and bench experience, the Centre has extensive collaboration with key industries and sector, to bridge the existing gap in translational research.

Students can either select research themes/titles/topics from the list available in the Centre or generate theirs for approval by the Centre's Applied Research Committee. Titles available in the Centre's RRMS have been developed through a multi-stakeholder's engagement and they bear links to the developmental challenges the

Centre was established to tackle. Thus, research titles in the RRMS have met the Centre's simple rule of being topical, robust, novel and feasible.

The RRMS coding system allocates numeric codes as identifiers for tracking and managing:

- Available research topics
- Matching supervisors to students
- Tracking status (progress) of execution of research topics
- Monitoring outputs of completed research

The steps in the process of choosing a research title and matching the prospective postgraduate candidate with supervisor(s) are as follows:

1. Beginning with the submission of the 'Statement of Purpose' by the candidate during the application process, a **preliminary scoping** will be conducted that will yield a rating of the submission on our 4-item scale: *topical* (relevant to PUTOR's research agenda); *robust* (has enough girth to fit graduate/postgraduate level studies and generate 2-3 publications); *novel* (able to generate or add knowledge to existing information base); and *feasible* (can be completed within PUTOR's research timeframe, 1-3 years).

Research Preliminary Scoping	Rating Scale				
	Ratings: 0 = Very Low (Poor); 1 = Low (Fair); 2 = Medium (Satisfactory); 3 = High (Good); 4 = Very High (Excellent)				
	0	1	2	3	4
Topical (relevant to PUTOR's research agenda)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robust (broad enough to generate 2-3 papers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Novel (able to generate or add to knowledge)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feasible (can be completed within 1-3 years)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUM:					
OVERALL RATING (0-4 =Low; 5-8 =Medium; 9-12 =High; 13-16 =V. High):					
A low to medium rating could warrant a re-submission of SoP or even a decline/deferment of admission					

2. A 'Statement of Purpose' with a satisfactory rating will be processed further to explore the **main theme/subthemes** of the research interest of the candidate. The main theme and subthemes will be itemized as keywords for conducting a match with the Centre's repository of research titles.
3. Letter of support from sectors or other institutions – all students' research are expected to bear local relevance as such, candidates are expected to work with sectors or other organizations which have strong relationship with the proposed study and are ready to support the research and use the findings. A letter of support will be required from these organisations showing the relevance of the research to the organizations, possible support the candidate may be given and the readiness to utilize the findings from the research for future development.
4. **Candidate Matching** will be conducted through a search in the RRMS, which should yield a match with a research title, itself linked to the potential research supervisors. Where the 2 or more titles are matched, a decision would be taken by the Applied Research Committee through a Delphi Technique.

If there is no match, the candidate will be requested to consider a revision of research theme or an outright change or a deferment of admission until the RRMS title/supervisor repository is updated with a likely match.

5. Once there is a match, **Candidate-Supervisor Concurrence** will be sought. This will be done by sharing of personal profiles between the two prospective parties (candidate and supervisor). Feedback must be given within 3-5 days. Following a positive feedback, concurrence will only be finalized after a face-to-face or video conference meeting and signing of a Memoranda of Agreement (MoA) between candidate and supervisor(s) –see **Appendix 1**.

In the event that there is no concurrence, Steps 3 & 4 will be repeated. Supervisions shall be by a minimum of one individual from the academia with requisite qualification, and who has earlier submitted an Expression of Interest (EOI) and acceptable research title(s); and a maximum of three persons, who in addition to the primary individual could be other academics or an industry/sector partner with requisite experience and qualification.

6. Next, the candidate will be able to proceed to (a) **finalize the admission process**; and (b) commence the development of a concept paper on the assigned research title, with the inputs of the assigned supervisor.

It is important to note that without an assigned research title/supervisor, the admission into PUTOR postgraduate programme cannot be finalized.

Proposal Development and Approvals

1. As part of the candidate-supervisor commitment, both parties are to work together on the research **concept paper development**, being a *shared initiative/proprietary and joint responsibility* venture. Concept papers are to be developed using the proposal format shown in **Appendix 2**. This must be done within the stipulated timeline.
2. Following the approval of the research title and concept note, a comprehensive systematic review on emerging pollutants in sub-Saharan Africa and their public health relevance will be undertaken by the Centre. This systematic review will be a guide to producing a Tox21 - National Toxicology Program – NIH like document. For a defined and more focused effort aimed at exploring and conquering our environment, all the PhD research topics in PUTOR will be focused on these emerging pollutants. The compulsory systematic reviews that will be undertaken by all ACE-PUTOR PhD students will revolve around their PhD research topics. This is aimed at getting the students have a firmer grip of the current concepts and understanding of most relevant research problems in their chosen PhD research topics.
3. The in-depth understanding from the systematic review will enable the students appreciate the research gaps which would be useful in developing their detailed research proposals.
4. In order to build and consolidate on an effective research and academic culture in the Centre, there shall be monthly seminars and fortnightly journal clubs where students and faculty will discuss most recent developments in environmental health research.
5. The RRMS process includes an online/offline PUTOR **Research Monitor tool** with a shared link for oversight by the Research Committee. This tool must be updated fortnightly by both student and the primary supervisor.

6. An **approval of the proposal** must be given following presentation to the PUTOR Academic Board at its periodically scheduled *Proposal Defense Exercise*. The assessment criteria and rating scale for proposals is also shown in the **Appendix 2**.

Five copies of the typewritten proposal in addition to the electronic manuscript must be sent to the Applied Research Committee before the date of proposal defense.

A proposal with a 'Very Poor' to 'Fair' rating will be stepped down for further revision and subsequent re-presentation at the next scheduled *Proposal Defense Exercise*.

7. In compliance with the University of Port Harcourt regulations and international provisions for conduct of research, an approved Concept Paper shall be submitted for **ethical review** by the UniPort Research Ethics Committee for their review and approval. The reference number of the UniPort Research Ethics Committee approval letter shall be quoted as the "Ethical Approval Number."

The application form for ethical review is attached as **Appendix 3**.

8. A preliminary **Ethics Risk Assessment** will, however, be conducted by PUTOR Applied Research Committee to weigh-in on minimizing/mitigating associated and potential ethical breaches, even before application for the substantive ethical review. The PUTOR Ethics Risk Assessment Tool shall be used for this preview. See **Appendix 4**.
9. Upon obtaining ethical clearance or approval, the research would be deemed to have reached the **Project Execution** stage (pre-dissertation/thesis). Its status shall be updated as such on the RRMS database – this indicates that it will no longer be available for any other prospective candidate.

Research Project Execution (Pre-Dissertation)

At this point a postgraduate student course registration and RRMS status would have been updated accordingly. The Research Monitor will also be expected to be accessed

and updated by both the student and the primary supervisor. This will ensure that the progress of execution of the research is being tracked.

The Research Monitor yields a three-colour rating for the status of any research project: Green (Completed); Amber (On track/Incomplete); and Red (At Risk or Not Done). Where the status is unchanged for a period equivalent to half a semester (6 weeks), it will be flagged for investigation/discussion on the next monthly AR Committee meeting for appropriate mitigation.

Dissertation/Thesis

Every candidate must design and execute an acceptable original project in any area related to health under supervision of an academic member of staff. The project would commence at the second year of the programme for PhD student although a title-supervisor match would have been made early in the first year of study. The details of the preparation, submission and examination of thesis in the Centre are contained in the Centre's Dissertation Policy.

Format and Formatting

The length of master's dissertation should normally not be more than 50,000 words and that of the PhD not more than 80,000 words of main text, including endnotes and footnotes. Submission of longer thesis would require prior permission from the Academic office of the Centre. The bibliography or list of works cited, any appendices or acknowledgements, declaration and copyright statements are excluded from the word count. Where quotations/data in other languages for the purpose of translation is included in the thesis only one version (not both) are included in the word count.

Thesis/dissertation must be written in English; quotations, however, may be given in the language in which they were written. In exceptional circumstances, a candidate may apply to the University for approval to submit a thesis predominantly written in a language other than English. This request must be fully justified on academic grounds and permission will only be granted where the language is directly linked to the research project.

The application to write in a language other than English must be submitted by the end of year one of the student's registration (for full time students) and must be accompanied by the written Page 6 of 25 Presentation of Theses Policy support of the supervisor(s).

The outline for dissertation/thesis is attached as **Appendix 5**.

The main supervisor and at least one member of staff independent of the Supervisory team must attend a meeting to discuss the application to submit a thesis in a language other than English. The School of Graduate Studies may reject the application if the student cannot provide a compelling reason for submitting in a language other than English.

The abstract of a thesis written in another language must be presented in English as well as in the other language. In addition, an extended summary of the dissertation, written in English must be included with the thesis (5,000-10,000 words), including the table of contents, an introduction, brief outline of each chapter and conclusion.

Font style for all thesis/dissertation should be in Times New Roman and the Font size is 12 points which ensures readability. The body of the thesis/dissertation should be double or 1.5 line spacing except for the abstract, quotations, footnotes, references and preliminary pages which may be single, 1.5 or double line spacing.

To allow for binding, the margin at the binding edge of any page must be not less than 40mm; other margins must be not less than 15mm.

Apart from the preliminary sections of the reports (up to the abstract page) which are numbered with Roman numerals, all other sections of the report including the appendices should be serialized pagination in Arabic numerals. Page numbers must be displayed on all pages EXCEPT the title page(s).

Intentionally preserved blank pages must include the text 'Blank page'. The main text of the thesis should normally be left justified to aid accessibility and readability of the thesis.

Contents of the Thesis/Dissertation

Individual students are required to carry out a project on any topic in their discipline, as a mandatory requirement for the award of the graduate degree. Topics and

supervisors are approved by the board of the School Of Graduate Studies, on the recommendation of the Centre Academic Board, at the second semester of the first year of their training and is expected to be completed before the end of the second year. For these projects, students will carry out original research. They will thus be exposed to practical research methods such as the design of epidemiological studies, questionnaire design, data collection, collation, analysis interpretation, and reporting. Referencing shall be the APA style. Ethical approval MUST be obtained from the Research and Ethics Committee of the University. Defense of completed project shall be done at date fixed by the Centre in line with the guidelines set by the School of Graduate Studies. Project shall be submitted in quarto size paper in BLACK bounded format and duly certified by project supervisor. All submission shall be made by the closing date given by the Centre.

Project Supervision

Each candidate enrolled into the masters or PhD programme shall be assigned at least 2 supervisors who have researched and published extensively in the candidate's intending area of research. This will ensure the candidates are adequately supported with the right intellectual resources to fast-track their research in the Centre.

Supervisions shall be by a minimum of one individual from the academia with requisite qualification and who has earlier submitted an Expression of Interest (EOI) and acceptable research title(s); and a maximum of three persons, who in addition to the primary individual could be other academics or an industry/sector partner with requisite experience and qualification.

Guideline for supervision of graduate students by an academic staff:

- a. An academic staff member below the rank of Reader/Professor should not supervise more than THREE Masters' students and ONE Doctoral student from any annual intake
- b. A Reader/Professor may supervise THREE Master's students and TWO Doctoral students from any annual intake

- c. Academic staff supervising PhD students should not be below the rank of Senior Lecturer
- d. Academic staff supervising master's students should normally not be below the rank of Lecturer 1. However, holders of M.Sc degrees alone are not encouraged to supervise M.Sc students. The exceptions are for industry/sector experts and those with additional professional qualifications who may serve as secondary supervisors.

Responsibility of Supervisors and Students during project work:

As already stated, the matched student-supervisor pairing or grouping will be formalized by both parties signing a Memorandum of Cooperation (MoC). Highlights of the MoC are essentially the following:

A. The supervisor will:

- (i) Give general guidance on the nature and standard of the project required
- (ii) Ensure that the student has enough theoretical knowledge on research methods
- (iii) Agree with the student on:
 - the aims and objectives of the project
 - the methodology, resource needs and safety risk assessment
 - the thesis structure and contents list
- (iv) Agree with the student on a regular programme of consultation. This timetable will depend on the nature of the project and where it is undertaken. This consultation may be made in person, by phone or email.
- (v) Provide detailed feedback on each chapter of the project in the context of item (ii) above provided that this is submitted within a timescale previously agreed between supervisor and student.
- (vi) Ensure that adequate training on relevant tool to be used for the project is provided.
- (vii) Facilitate the acquisition of ethical approval for the project.
- (viii) Make the students conscious of health and safety during data collection

- (ix) Be available during the defense of the work

B. The student will:

- (x) be responsible for the content of his/her own thesis
- (xi) be responsible for discussing with the supervisor the type of guidance and comment which is found most helpful and agreeing on a schedule of meetings (see d above)
- (xii) be responsible for taking the initiative in raising problems or difficulties (personal or technical) which may adversely affect his/her progress
- (xiii) be responsible for maintaining the progress of the work in accordance with advice sought from the supervisor, including the presentation of written material in sufficient time to allow for appropriate feedback
- (xiv) behave in an appropriate manner in all dealings with external sponsors/bodies
- (xv) be responsible in his/her use of facilities and equipment both on and off campus

Project Submission

All candidates are expected to submit hard and electronic versions of their completed thesis/dissertation both for examination and final submission. The two identical paper copies must be printed from the submitted electronic version of the thesis/dissertation. The submission window in the Electronic Thesis Submission System will close 3 days before the final submission deadline to allow time for printing and binding of the paper copies. The paper/hard copies must include the approved electronically generated cover-page.

Print copies must be produced on paper of international standard size A4 (210 x 297mm). No other paper size is acceptable for the main text of a thesis. Paper of a larger size may be used for maps, plans, diagrams or other illustrations forming part of the thesis if the supervisor agrees that this is required. Where such large sheets

are used, or non-paper materials are submitted as part of a thesis, they must be placed in a pocket inside the back cover of the thesis or, if substantial, in a separate volume or folder bound and lettered.

All theses which are submitted for examination or resubmitted for re-examination still require paper copies to be submitted. Only standard format thesis/dissertation are allowed for now and candidates may include works published from the thesis/dissertation within the section for appendices.

Candidates submitting a thesis that has a creative and/or practical element may submit their research in the form of a written thesis and an appropriate practical component.

Students must ensure that any material which is authored by a third-party and used in their thesis is free of any copyright restrictions and/or they have obtained a license or permission to use these materials. Students should ensure that any such license/permission extends to the use of the materials by the university for administrative purposes, including examination and preservation of their work. Furthermore, if the student intends to make their electronic thesis available to others for download, they should ensure the license for use of these third-party materials extends to this use. Alternatively, students may make available to others a redacted version of their thesis which excludes the third-party material.

Where internet citations are used in a thesis, candidates should include the website detail and the date they accessed the site next to each individual reference. The student should discuss the most appropriate way to include the references with their supervisor(s).

It is the student's responsibility to ensure that the thesis is checked for typographical errors. Any person involved with professionally proofreading a thesis should solely be checking for grammatical/spelling errors and should not comment on the content of the thesis.

[Draft submission](#)

Three loosely bound copies of the entire project report (in MS Word) would be submitted at specified time to the Centre's academic committee. These would be distributed to two internal assessors. The students are expected to defend their

thesis/dissertation during a mock presentation to the Centre at a designated venue and time. This mock session must include the two assessors and the supervisors of the project. After corrections are made by both reviewers and the Centre, two copies will be submitted not later than 2 months to the date for the final defense. Please note that these initial copies submitted would only be reviewed by at least 2 separate reviewers but attracts no score. ALL CORRECTIONS MUST BE COMPLETED BEFORE THE SUBMISSION PRIOR TO DEFENSE.

Submission for examination

Oral examination is mandatory for all doctoral candidates presenting for the first time, even when the examiners have either identified serious flaws in the thesis/dissertation or are entirely satisfied with the thesis/dissertation content and its quality. Two ring or spiral-bound copy of the report should be submitted for examination. The first page of each should be the electronically generated thesis/dissertation cover. It is advisable that students provide an additional copy they can come with to the examination.

Final Submission

Additional DVD/CD material to be included as part of a student's final electronic submission should contain both the word and Portable Document Format (PDF) of the works as well as raw data/analysis conducted and other materials that needed to be included as appendices to the thesis/dissertation. This CD/DVD shall be submitted to the Centre where it will be linked to the main thesis by the Electronic Thesis and Submissions System ID number.

Students need to supply after full correction: -

- Four Standard hard binding: sewn or glued binding, with gold lettering on the spine copies of their project (black coloured)
- One CD containing word and pdf versions of their thesis, dataset in software used - CD case and CD must be labelled.

In submitting the bound copy, the spine must be inscribed in gold lettering with:

- a) The degree for which thesis is submitted
- b) Running title of the work
- c) The year of submission (or resubmission)

- d) These must run from the top of the spine e.g.

Front Cover		
PhD <i>(At top)</i>	Healthcare Expenditure <i>(Centred)</i>	2019 <i>(at bottom)</i>
Back Cover		

Students are expected to include their emails and phone numbers by their name in the first inner page of the report. The submission of the corrected report after final defense shall be within two weeks to the Centre's head of Administration.

ALL electronic submitted theses are deposited in the University of Port Harcourt and the Centre's institutional repository via the Electronic Thesis Submission System.

Electronic copies of the successful thesis will be retained by the University for use as applicable. Access to theses is subject to the user agreeing to a copyright undertaking.

The author of the thesis is expected to make the thesis open access within 12 months of submission or earlier and is not expected to place any restriction on access to his or her work. Access to the final electronic thesis is set as part of the student declaration during final electronic submission.

The university or the Centre reserves the right to restrict access to a thesis that was initially made open access without prior permission from the author. This is to accommodate where, for example, copyright infringements are subsequently reported to the university.

Examination of Thesis/Dissertation

All students would be required to present their projects to the University at a designated time and venue. This is called a dissertation at the master's level and thesis at the PhD level.

The entire examination of each thesis/dissertation would last for about 30 minutes and is conducted in the presence of a panel of examiners. The oral examination

should normally be conducted in English. Students are expected to present power points or flip charts summarising their research project. This hour is made up of these elements:

- Project presentation 15 minutes
- Question session 10 minutes (candidate departs)
- Deliberation by examiners 5 minutes

The overall project score is assigned by the external examiners working in concert with the Board of Examiners.

Board of examiners for defense/examination of dissertation

This shall comprise of the supervisor of the thesis, the Academic Coordinator of the Centre, the Centre Leader, the external examiner to the university and the Dean of the School of Graduate Studies who shall be the chairman of the board of examiners. The appointment of this board of examiner shall be done by the board of the school of graduate studies on the recommendation of the faculty graduate committee. After the examination, the examiners shall submit to the faculty committee a joint report on the candidate. However, in cases of differences of opinions, the examiners can submit separate reports to the faculty graduate committee which shall then make appropriate recommendation to the board of the School of Graduate Studies. The report shall contain:

- a) a clear and detailed evaluation of the research work as summed up in the thesis;
- b) a clear assessment of the candidate's knowledge and understanding of the subject as stated in the thesis;
- c) an unequivocal declaration as to the acceptability, or otherwise, of the thesis.
- d) The candidate's score for the dissertation

Scoring criteria:

Dissertation reports will be scored on technical merits such as relevance of project to public health; comprehensiveness of the research; use of appropriate methods; format

and organization of written report; and ability of the students to present the project and answer questions before a board of examiners. The scores are given by the external examiner after consultation with the Board of Examiners. The external examiner also submits the pre-oral examination report and the annotated version of the hard copy submitted earlier so that the student can undertake the necessary correction before final approval.

PASS MARK

The minimum pass mark for graduate courses in the University of Port Harcourt is 50%

GRADING SYSTEM

Like other courses, grading of research projects is a combination of percentage marks and letter grades translated into a graduates' system of Grade Point Equivalents (GPE). For the purpose of determining student's standing at the end of their programme, the Grade Point Average is used. The GPA is computed by dividing the total number of credit points (TCP) by the total number of units (TNU) for all the courses taken in the semester. The credit point for a course is computed by multiplying the number of units for the course by the Grade Point Equivalent of the marks scored in the course. The project shall be graded out of a maximum of 100 marks and assigned appropriate Grade Point Equivalent as in the table below:

(ii) Scores	(iii) Letter grade	(iv) Grade Points (GP)
70 and above	A	5
60 - 69	B	4
50 - 59	C	3
Less than 50	F	0

Candidate access to examiner report forms

Candidates are entitled to see all examiner reports (i.e. the pre-oral examination report form and the joint examiners' report form) once the recommendations have been approved by the examination panel.

Strategic publishing and research impacts

It is a requirement that all postgraduate students disseminate their research findings in conferences and publish articles from their research in peer-reviewed journal. For journal publication, emphasis is placed on publications done in journals indexed in databases like Scopus, Web of Science (ISI) and PubMed with digital object identification number (DOI) and ranked by Scimago's Scientific Journal Ranking (SJR) as contained in Journal Citation Report (JCR) of Thomas Reuters. Students are also expected to show commitment in the implementation of their research findings

APPENDIX 1 - RESEARCH MEMORANDUM OF AGREEMENT

Instructions for completing this form

All Parts of this form should be completed by the students by the inaugural meeting with the team of supervisors. While the skill audit should be completed in advance of the inaugural meeting, the expectations can be completed during/after the meeting. All narrative responses should be italicised. Printed copies of the completed form should be sent to the supervisor, and applied research coordinator of the Centre within 48 hours after the inaugural meeting.

Research Skills Audit

This skills audit sets out a range of skills, knowledge and behaviours that you may be expected to have, or to develop, throughout your research programme. By completing the skills audit you will develop a tailored research programme that builds on your previous training and experience and helps develop the skills you will need to successfully complete your research. The skills audit is split into four domains which reflect the core researcher activities.

You should complete the skills audit to assess your level of competency:

Level 1 you have never done it or have just tried it;

Level 2 you have tried it but do not feel confident;

Level 3 you feel that you are good;

Level 4 you are very capable and can work independently (provide evidence of previous research work undertaken).

Research Skills

To complete your research project, it is important that you carry out excellent research and that you have the skills and abilities to achieve this.

In addition to the specific research skills that you required for your project you should also have the ability to: **(Please answer all questions in each section below, and select one option for each answer)**

S/N	Attribute	L1	L2	L3	L4
1	Understand the knowledge and advances within your research area and how this links to the broader research field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Collect, collate, critically analyse, synthesise, summarise, report and disseminate information. This includes searching literature techniques and writing effective literature reviews.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

S/N	Attribute	L1	L2	L3	L4
3	Understand appropriate research methodologies for your research area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use specialist software appropriate to the type of research you are conducting, undertaking training in relevant packages where needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Understand the issues and policies relating to plagiarism, data fabrication, data falsification, copyright and the intellectual property of your research project, publications and final thesis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Be aware of the appropriate data management processes. This includes mechanisms for storing research data, ensuring data security and confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Training and certification in Good Clinical Practice e.g. organized by Astra Nova Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal Effectiveness

How you handle yourself and how you interact with others is key to achieving results during the research period. You should be able to demonstrate that you have the ability to:

Yourself

- | | | | | | |
|---|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1 | Manage yourself, your time, and your research programme effectively, managing priorities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Be self-aware and recognise your own needs, values, goals, and what motivates you. Understand how to access the support mechanisms available within and outside the reach of your Supervisor and this institution. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Be creative, flexible, and innovative in approaching your research and tasks around your research and manage and adapt to changing circumstances around you | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

With Others

- | | | | | | |
|---|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1 | Develop and maintain relationships and wider networks to exchange information, develop your skills as a researcher, and build your reputation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Actively listen when seeking feedback and give feedback to others sensitively and constructively. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Career Management

- | | | | | | |
|---|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1 | Take responsibility for your career planning and direction understand and capitalise on opportunities and identify and develop ways to improve employability. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|---|--------------------------|--------------------------|--------------------------|--------------------------|

S/N	Attribute	L1	L2	L3	L4
2	Understand how to research career options, plan, and present yourself effectively through CVs / resumes, applications and interviews.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Understand the nature of your own transferable skill set and how you can apply these in multiple career options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Management Skills

This skill domain covers managing the resources, processes and practices that enable you to get your research project done to plan, and on time.

This includes your ability to:

Manage your relationship with others

- | | | | | | |
|---|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1 | Manage and develop the relationship with your research supervisor(s) and effectively co-operate with others to enhance collaboration. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Manage your supervision meetings by ensuring there is a clear purpose and agenda for every meeting, and agreed actions are followed up. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Manage resources you need

- | | | | | | |
|---|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1 | Organise and manage the supplies, space, information, etc that you need to do your research. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Identify and understand relevant health and safety issues and demonstrate responsible working practice. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Apply and manage processes and practices

- | | | | | | |
|---|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1 | Learn about, and use, relevant project management techniques. Apply effective project management techniques through the setting of research goals, intermediate milestones and prioritization of activities. To summarize, document, report, reflect on progress and develop alternative plans if needed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Understand and abide by standards of good research practice, including research governance frameworks. Demonstrate awareness of issues relating to the rights of other researchers, research subjects and others who may be affected by research. This may include undertaking training in good clinical practice. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Understand and apply relevant research governance frameworks for undertaking ethical research | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Engagement, influence and impact

Effectively communicating the results of your research including the ability to:

S/N	Attribute	L1	L2	L3	L4
1	Demonstrate effective verbal presentation skills by presenting your research confidently, appropriately and persuasively to different audiences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Identify and capitalise on the multiple options for publication. Ensuring that each publication is written appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Prepare and write up a good quality, well-structured thesis and successfully discuss and defend your research findings verbally during your viva.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Support and contribute to the wider public understanding of your research field through appropriate public engagement and work if possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Use your research to influence and inform policy makers and policy decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Understand and identify aspects of your research that may have commercial potential and use the appropriate supports in this institution and outside to protect and develop these.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Expectations

Throughout your research, it is important and helpful for you, your supervisor and advisor to discuss your expectations and those of the training institution. The form should be completed at the start of your research and can be repeated periodically thereafter to ensure that you and your supervisor manage expectations to avoid unnecessary setbacks later. Information you have completed on previous expectations forms will be pulled through in subsequent meetings to allow you to review and update as appropriate.

Responsibility of Supervisors and Trainees during project work

Effective supervision is linked to the student's ability to complete his/her research within the agreed timeframe and maintain a high-quality research work.

The supervisor will:

- Give general guidance on the nature and standard of the project required
- Ensure that the trainee has enough theoretical knowledge on research methods
- Agree with the trainee on:
 - the aims and objectives of the research project
 - the methodology, resource needs and safety risk assessment
 - the thesis structure and contents list
- Agree with the trainee on a regular programme of consultation. This timetable will depend on the nature of the project and where it is undertaken. This

consultation may be made in person, by phone or email or as part of the research group meeting

- e. Provide detailed feedback on each chapter of the project in the context of item **b** above provided that this is submitted within a time scale previously agreed between supervisor and trainee
- f. Ensure that adequate training on relevant tool to be used for the project is provided.
- g. Facilitate the acquisition of ethical approval for the project.
- h. Make the trainee conscious of health and safety during data collection
- i. Be available during the defense of the work

The student will:

- a. be responsible for the content of his/her own dissertation
- b. be responsible for discussing with the supervisor the type of guidance and comment which is found most helpful and agreeing on a schedule of meetings (see d above)
- c. be responsible for taking the initiative in raising problems or difficulties (personal or technical) which may adversely affect his/her progress
- d. be responsible for maintaining the progress of the work in accordance with advice sought from the supervisor, including the presentation of written material in sufficient time to allow for appropriate feedback
- e. behave in an appropriate manner in all dealings with external sponsors/bodies
- f. be responsible in his/her use of facilities and equipment both within and outside the hospital

It is also important that you discuss general expectations between you and your supervisor, both at an early stage and regularly throughout your programme. All agreement reached should be written down in this form before printing

- a.** How often will the primary supervisor and trainee meet?
- b.** What processes should be followed in conveying a meeting (invitation, agenda, feedback of discussion etc)
- c.** What is the process to follow if any problems arise with your research? Who should I refer to in the first instance?
- d.** Trainees are expected to attend to their research continuously till completion, but there may be occasions when there are valid reasons for trainees to be absent from the research activities (e.g., sickness, leave, holiday, etc.)? What is the process for requesting time away that may affect the progress of your research?

Intellectual Property (IP)

In most cases, training in research is collaboration between the trainee and supervisor(s). In this situation, IP is created by the team collectively and should be shared. Sometimes IP is created solely by trainee or deviates away from the shared position for some other reason (e.g., due to contractual obligations in relation to industrial sponsorship where external organisations require trainees and/or the

training institution to sign over IP, etc. Refer to the Copyright Act of the Federation of Nigeria 2004). Any agreement must be recorded here. Even if IP creation is unlikely, an agreement must be recorded here.

4. Please record below the outcome of your discussions relating to IP and the agreed position regarding ownership of IP? If there is an intended change to the ownership of copyright involving a third party.

Regulatory Compliance and Ethics

5. Please record below a summary of your discussions about any regulatory compliance or ethics issues that pertain to the planned project. Please list key areas for compliance, highlight relevant training requirements and the targets dates for completing them. Note – responsibility for ethics and compliance for your research is joint between the trainee and supervisors – and so the arrangements have to be formulated and acted upon jointly.

Copyright and Authorship

Throughout your research programme it is highly likely that you will contribute, whether solely or collaboratively, to the production of copyright material. Copyright arises automatically from the production of several types of material (e.g., written material, software, etc.). In addition, you may wish to use material produced by others and in these cases, it is essential that you ensure that you request permission from the owners of the copyright in reproducing any materials. Particular care should also be taken when co-authoring materials as each author (or their employer) will own the copyright in the part created by that author or, if the materials were created in a truly collaborative way, they will be owned jointly. Whichever is the case you need permission from any co-owners in reproducing content from co-authored papers.

6. Please record below the outcome of your discussions relating to copyright.

7. Please record below the agreed position between you and your supervisor regarding authorship of publications/outputs you produce, including the role of the trainee in the generation and submission of the output, the order of authors, etc.

8. Please record below the outcome of your discussions regarding plans for publishing material arising from your research.

Plagiarism

Plagiarism is one form of academic malpractice and is defined as presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' which occurs where, for example, you submit work that you have presented for assessment on a previous occasion.

9. Please record below the outcomes of your discussions with your supervisor on plagiarism

Data Management

Data management includes but is not limited to: short and long-term data storage (including published or clinical data with long-term data storage requirements); safe and secure data storage (including arrangements for storage of confidential information); guardianship of data; access and use of data after the completion of the master programme; etc. The issue of data management is often a joint responsibility between the trainee and supervisor. Given the long-term storage requirements for published data/materials, supervisors often have to take the lead in guardianship arrangements.

10. Please record below a summary of your discussions about data management.

Co-Supervision and joint supervisory meeting

Your supervisor may feel a need to involve others in the supervision of your research especially if certain competences are needed or specific Institution's regulation need to be met. This may be done with or without the trainee's involvement. Also, supervisory meeting may be conducted in groups (with other research trainees). Discussions during such group meetings might be beneficial for your research but the outcomes are neither binding nor will they form part of your assessment.

11. Please indicate what your expectations are in this regard

Format and timing of your thesis

it is important to consider the intended format of your thesis and the timing for its submission from the beginning of your programme,. The institution's Presentation of theses policy provides information on the requirements for thesis formatting and submission. It is important to plan the timetable for your thesis submission and examination from the beginning of your research. Thesis writing always takes longer than hoped and will require time for feedback from supervisor(s). You should aim to submit your thesis within the allotted period set by the Centre's research coordinator.

13. Please record below the outcome of discussions regarding your intended thesis format

14. Please record below the outcome of discussions regarding the timetable for the research (from start to submission)

Training

In addition to your research activities, it is important to consider what skills you might need during your research activities and also in your next career steps

15. Please record below your discussions and agreed plans for training, both for your intended research work and professional development

Career Planning

This research is part of the requirement for the completion of a professional academic training and can be used as the foundation for many different careers, inside and outside academia. However, if you want to apply for jobs at the end of your programme, you really need to have added skills and achievements to your CV *before* then. Actions you take early during your programme can really make a difference to your career options once you have concluded your training – even if you’re not yet sure what you want to do.

16. Please record below your discussions and agreed plans regarding your career development:

Additional Information

17. Please record below any additional information or issues which arose from this meeting and discussions:

**Signed
Supervisee**

**Signed
Supervisor**

APPENDIX 2 - FORMAT FOR ASSESSMENT OF RESEARCH PROPOSAL

ASSESSORS TEMPLATE FOR RESEARCH PROPOSAL

TIMING PER CANDIDATE

Candidate presentation:	10 mins
Questions & Feedback:	20 mins
Total:	30 mins

KEY ASSESSMENT AREAS

(RATING: None 0, Very Poor 1, Poor 2, Fair 3, Good 4, Very Good 5)

1	Title:	Clear and Articulate
2	Topic:	Relevant to PUTOR research theme(s)
3	Background:	All key concepts explained
4	Problem Statement:	Identified rightly & evidence-based
5	Study Justification:	Reasonable, convincing, articulate
6	Research Questions	Clear, topical, novel
7	Aim & Objectives:	SMART; Robust for Masters/doctoral level
8	Study Hypotheses	Technically sound, matches objectives
9	Epistemological approach	Stated clearly, articulate, technically sound, matches objectives
10	Conceptual Framework	Logical, articulate, evidence-based
11	Study Design:	Appropriate for objectives, realistic
12	Study Population:	Appropriate for objectives
13	Eligibility criteria:	Technically sound
14	Sample Size:	Technically sound
15	Sampling:	Technically sound
16	Study Tool(s):	Appropriate for objectives
17	Reliability & Validity Plan	Technically sound
18	Study Procedure	Appropriate, Technically sound
19	Data Analysis Plan:	Appropriate, Technically sound
20	Ethical issues:	Adequate - covers all issues
21	Timelines	Feasible – fits into PUTOR research timetable
22	Budget	Clear, comprehensive, realistic, justifiable
23	Implementation & dissemination plan	Clear, comprehensive, realistic, justifiable
	OVERALL RATING (Average=SUM/23):	Very Poor =0-1.9; Poor=2.0-2.9; Fair=3.0-3.9; Good=4.0-4.9– Very Good=5.0
	OVERALL REMARKS:	Feedback on areas for revision

APPENDIX 3 – Application for ethics approval
FORMAT SUBMISSION OF RESEARCH PROPOSALS FOR REVIEW
BY THE UNIPORT RESEARCH ETHICS COMMITTEE

Researchers may apply for ethical review of their research proposals to the Research Ethics Committee using the following format and guidelines:

A. SUBMISSION

- i. The proposal should be submitted in 3 hard copies (in loose bounding: spiral or slide) in addition to an e-copy in a CD, to the Secretary, Research Ethics Committee with a covering letter.
- ii. For STUDENTS (postgraduate – within/outside UNIPORT), submissions must be on the recommendation of the Supervisor, and should be forwarded through the Head of Department and/or Chairman, Faculty Graduate Studies Committee or Research Committee.
- iii. For other categories of researchers (Staff, centres, institutes or organizations), submissions should be sent directly to the Secretary, Research Ethics Committee.

B. FORMATTING

- i. The proposal should be prepared by filling in the attached form (template) electronically *before* printing in hard copies.
- ii. The proposal should be produced using a computer word processor on font type, Times New Roman 12 point (except where otherwise stated) and 1.15 line spacing.
- iii. Please DO NOT exceed the stipulated word count for each section. *Place the cursor within and type into the grey areas and inside the boxes.*
- iv. To tick a box, double-click it to open a Check Box Options window and select 'Checked'.
- v. The proposal should be printed on A4 paper

FORMAT SUBMISSION OF RESEARCH PROPOSALS FOR REVIEW

BY THE UNIPORT RESEARCH ETHICS COMMITTEE

Researchers may apply for ethical review of their research proposals to the Research Ethics Committee using the following format and guidelines:

C. SUBMISSION

- iv. The proposal should be submitted in 3 hard copies (in loose binding: spiral or slide) in addition to an e-copy in a CD, to the Secretary, Research Ethics Committee with a covering letter.
- v. For STUDENTS (postgraduate – within/outside UNIPORT), submissions must be on the recommendation of the Supervisor, and should be forwarded through the Head of Department and/or Chairman, Faculty Graduate Studies Committee or Research Committee.
- vi. For other categories of researchers (Staff, Centres, Institutes or Organizations), submissions should be sent directly to the Secretary, Research Ethics Committee.

D. FORMATTING

- vi. The proposal should be prepared by filling in the attached form (template) electronically **before** printing in hard copies.
- vii. The proposal should be produced using a computer word processor on font type, Times New Roman 12 point (except where otherwise stated) and 1.5 line spacing.
- viii. Please DO NOT exceed the stipulated word count for each section. ***Place the cursor within and type into the grey areas and inside the boxes.***
- ix. To tick a box, double-click it to open a Check Box Options window and select 'Checked'.
- x. The proposal should be printed on A4 paper

UNIVERSITY OF PORT HARCOURT

Office of the Director, Research and Development



UNIPOINT RESEARCH ETHICS COMMITTEE

ETHICS REVIEW APPLICATION FORM POST-GRADUATE STUDENT TEMPLATE

SECTION A – GENERAL INFORMATION

1. TITLE OF RESEARCH PROJECT

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2. RESEARCH SUPERVISOR:

Name:	Qualification (s):
Department:	Year of Qualification(s):
Phone:	Email:
Signature:	Date:

3. RESEARCHER DETAILS:

Name:	Matric/Reg. No.
Department:	
Phone:	E-mail:
Degree in view (Student):	Expected Year of Graduation:
Signature:	Date:

4. HEAD OF DEPARTMENT/INSTITUTE/SCHOOL/CENTRE:

Name:	
Department:	
Phone:	Email:
Signature:	Date:

HOST SITES:

Indicate the location(s) where the research will be conducted:

- University of Port Harcourt ☐
- Affiliated Institutions e.g. CCE, UPTH ☐ specify site(s): _____
- Community with UNIPORT area ☐ specify site(s): _____
- Other ☐ specify site(s): _____

N.B. If the research is to be conducted at site requiring administrative approval/consent (e.g., in school), it is the responsibility of the researcher to obtain such prior to starting the project.

OTHER RESEARCH ETHICS COMMITTEE APPROVAL:

- (a) Does the research involve another institution? Yes ☐ No ☐
- (b) Has any other REB approved this project? Yes ☐ No ☐

SECTION B – SUMMARY OF THE PROPOSED RESEARCH

1. INTRODUCTION

(a) Write a brief Literature review relating to the Title of the Study (Not more than 1000 words).

(b) **RATIONALE/JUSTIFICATION OF THE STUDY:** Give reason (s) why you are carrying out the study.

Describe the scholarly rationale for the proposed project. The rationale for doing the study must be clear. Please include references in this section. (Not more than 250 words).

2. AIM AND OBJECTIVES

Describe the aim and objectives to be achieved by the proposed project. State the research questions/hypotheses to be examined. (Not more than 500 words).

3. METHODS

Describe the method you will use to carry out your study (Not more than 1000 words)

(a) Where the research includes extraction or collection of personally identifiable information, please describe from whom and how the information will be obtained.

(b) Where the research involves tests describe the materials, equipment, procedure and safety precautions to be used.

Attach a copy of all questionnaires, interview guides and or any other instruments

(c) Attach a copy of all questionnaires, interview guides and/or any other instruments.

4. PARTICIPANTS, INFORMANTS, OR DATA SUBJECTS

Describe the participants to be recruited. List the inclusion and exclusion criteria. Where the research involves extraction or collection of personally identifiable information. Please describe from whom the information will be obtained, and how they would be selected. Where applicable, justify sample size (Not more than 200 words).

5. DATA ANALYSIS

Describe data analysis including descriptive and inferential method (if applicable) (Not more than 200 words).

6. BENEFITS AND RISKS OF THE RESEARCH

Describe the benefits and risks of the research to the study population and its relevance to the discipline (Not more than 200 words).

7. CONSENT PROCESS

Where applicable, please attach a copy of the information letter/Consent Form, the content of any telephone script, letters of administrative consent or authorization and/or any other material which will be used in the informed consent process.

8. CONFIDENTIALITY

(a) Will the information be treated as confidential? Yes ☐ No ☐

(b) Describe the procedures to be used to protect the confidentiality of participants or informants, where applicable. (Not more than 100 words)

9. REFERENCES

List the references mentioned in the proposal

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APPENDIX 4 – Research Risk Assessment

UNIVERSITY OF PORT HARCOURT

Africa Centre of Excellence for Public Health and Toxicological Research (ACE-PUTOR)



ACE-PUTOR APPLIED RESEARCH COMMITTEE

ASSESSMENT OF RISK

Risk to participants should be proportionate to *student experience* and *pedagogical goals*, with appropriate levels of responsibility and supervision. Typically, undergraduate research should involve *minimal risk*, which means that the probability and magnitude of harm due to participation in the research is no greater than that encountered by participants in their everyday lives. Assessing risk may to some degree be affected by discipline-specific considerations—e.g., forensics, medicine, and nursing may involve work with participants in clinical settings, with attendant requirements for oversight and team qualifications.

To evaluate risk for this study, consider:

- *Group vulnerability*—i.e., any pre-existing vulnerabilities associated with proposed participant groups, e.g., relating to pre-existing physiological or health conditions, cognitive or emotional factors, and socio-economic or legal status.
- *Research risk*—i.e., the probability and magnitude of harms participants may experience as a result of the proposed methods to be used and types of data to be collected, e.g., relating to physiological or health issues such as clinical diagnoses or side effects, cognitive or emotional factors such as stress or anxiety during data collection, and socio-economic or legal ramifications such as stigma, loss of employment, deportation, or criminal investigation (e.g., in the event of duty to report intent to cause serious harm, subpoena, or breach of confidentiality).

Risk Assessment	Assessment Report							
	Candidate Assessment				Reviewer Assessment			
	Ratings: 0 = No risk; 1 = Minimal risk (low); 2 = More than minimal risk (medium); 3 = High risk							
	0	1	2	3	0	1	2	3
Group vulnerability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research Risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Briefly explain your rating:</i>								

REVIEWER'S RISK MATRIX: FOR OFFICIAL USE ONLY

**Cross-match your assessment of risk by Group Vulnerability and Research Risk. Circle the matching cell as appropriate
(If proposal is delegatable, please forward to REC Chairperson):**

Group Vulnerability	Research Risk			
	None	Low	Medium	High
None	Delegated	Delegated	Delegated	Full*
Low	Delegated	Delegated	Delegated	Full*
Medium	Delegated	Delegated	Full*	Full*
High	Full*	Full*	Full*	Full*

**Proceed with Full detailed review*

Adapted from Uof T Ethics Review Protocol Submission Form

APPENDIX 5 – Dissertation Report Format

**ADAPTED FROM THE REVISED STANDARD FORMAT OF
THESIS/DISSERTATION AMENDED AT THE 255TH MEETING OF THE BOARD
OF THE SCHOOL OF GRADUATE STUDIES (SGS) THAT HELD ON TUESDAY
JUNE 11TH 2019.**

AMENDED BY THE BOARD

**ADAPTED FOR POSTGRADUATE PROGRAMMES IN THE AFRICA CENTRE OF
EXCELLENCE FOR PUBLIC HEALTH AND TOXICOLOGICAL RESEARCH**

COVER PAGE

TITLE PAGE

DECLARATION

CERTIFICATION

COPYRIGHT

DEDICATION

ACKNOWLEDGEMENT

ABBREVIATION/GLOSSARY

ABSTRACT

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

LIST OF PLATES

LIST OF ABBREVIATIONS/SYMBOLS

ABSTRACT (should not exceed 250 words or more than one side of A4, single line spacing, un**structured** with Keywords at the bottom). A lay abstract may be provided in addition to the standard abstract. The lay abstract should give a concise description of the research detailed in the thesis/dissertation using non-technical language for an audience unfamiliar with the research area. The purpose of the lay abstract is to publicize the Centre's research activity to other departments of the University and to external organisations such as the media, industry and government.

CHAPTER 1: INTRODUCTION

- 1.1 Background to the Study
- 1.2 Statement of Problem
- 1.3 Study Justification
- 1.4 Scope of the Study/Delimitation
- 1.5 Aim and Objectives of the Study
 - 1.5.1 Aim
 - 1.5.2 Objectives
- 1.6 Research Questions/Hypotheses (if required)
- 1.7 Significance of the Study (Benefits derivable from the study)
- 1.8 Scope of the Study/Delimitation

CHAPTER 2: LITERATURE REVIEW

- 2.1 Conceptual/Theoretical Framework (if applicable)
- 2.2 Empirical Review (aims, methods, finding of previous works and relevance to present study in line with specific objective, and identified gaps in the literature)
 - Use Subheadings
- 2.3 Periodization of existing literature/stylistic development/genre (if required)

CHAPTER 3: METHODOLOGY

- 3.1 Study Design
- 3.2 Study Area (where applicable)
- 3.3 Study Population
 - 3.3.1 Inclusion Criteria
 - 3.3.1 Exclusion Criteria
- 3.4 Sample Size Determination
- 3.5 Sampling Method
- 3.6 Study Instrument
- 3.7 Validity/Reliability of Instrument (if required)
- 3.8 Study Procedure/Data Collection Process (if required)
- 3.9 Data Analysis
- 3.10 Ethical Considerations/approval
- 3.11 Study Limitations

CHAPTER 4: RESULTS AND DISCUSSION

- 4.1 Response Rate/Completeness of Data
- 4.2 Socio-Demographic Characteristics
- 4.3 Study Findings
- 4.4 Discussions (to be structured eg 4.4.1, 4.4.2 etc)

CHAPTER 5: SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

- 5.1 Summary (use one or two paragraphs to summarise each previous chapter)

5.2 Conclusions

5.3 Recommendations and proposal for future works

5.4 Contribution to knowledge and critique of the work

REFERENCES/ BIBLIOGRAPHY- APA (American Psychological Association) style should be adopted. See <https://www.apastyle.org/manual>

APPENDICES- (to be arranged according to the order of the Chapter they relate to)
N/B

- Tables should be on separate pages without grid or lines
- Figures on separate pages
- Plates on separate pages

(if possible, multiple tables, figures or plates can be on a page however note that Figures or images used in the thesis must be of enough size and clarity). The numbering of Tables, Figures, Plates and Equations should be chapter specific.

Pagination: Roman numerals (preliminary pages) and Arabic numerals (the rest of the thesis/dissertation. Page number should be bottom-centered

The final word count, including footnotes and endnotes, must be inserted at the bottom of the contents page.

OTHER LISTS

Lists of tables, figures, diagrams, photographs, equations, abbreviations etc. If a thesis contains such lists it is required that a separate list of each item, as appropriate, is provided immediately after the contents page(s). Such lists must give the page number of each item on the list.

COVER PAGE

(ELECTRONICALLY GENERATED COVER-PAGE An approved electronically generated cover-page is automatically created as part of an electronic submission. The cover-page is available to download and print upon completion of submission and is not included in the pagination)

THESIS/DISSERTATION TOPIC

BY

**NAME OF CANDIDATE (SURNAME FIRST, OTHER NAMES)
Degree(s) and Awarding Institution
REGISTRATION NUMBER**

CENTRE FOR PUBLIC HEALTH AND TOXICOLOGICAL RESEARCH

UNIVERSITY OF PORT HARCOURT

MONTH/YEAR OF VIVA

TITLE PAGE

FULL TITLE OF THE THESIS/DISSERTATION

**NAME OF CANDIDATE (SURNAME FIRST, OTHER NAMES)
Degree(s) and Awarding Institution
REGISTRATION NUMBER
PHONE, EMAIL**

A Thesis/Dissertation submitted to the School of Graduate Studies in partial fulfilment of the requirements for the award of degree of Doctor of Philosophy (Ph.D)/Master of Science (MSc) (state area of specialization) in the Centre for Public Health and Toxicological Research, University of Port Harcourt.

Name(s) of Supervisor(s)

Month/Year of Viva (A thesis which is referred for re-examination must bear the year of resubmission on both the spine and the title-page and not the year of the original submission)

DECLARATION

I, FULL NAME (SURNAME FIRST, Other Names) with
Registration Number declare that the work in this
Thesis/Dissertation on TOPIC

..... was carried out by me; that it is my
original work and a declaration stating:

EITHER: that no portion of the work referred to in the thesis has been submitted
wholly or in part in support of an application for another degree or qualification of
this or any other university or other institute of learning;

OR: what portion of the work referred to in the thesis has been submitted in support
of an application for another degree or qualification of this or any other university or
other institute of learning. This should include reference to joint authorship of
published materials which might have been included in a thesis submitted by
another student to this university or any other university or other institute of
learning.

Name of Student: Signature/Date:

Confirmation by Supervisor(s)

Name of Supervisor (1): Signature/Date:

Name of Supervisor (2): Signature/Date:

Name of Supervisor (3): Signature/Date:

CERTIFICATION

UNIVERSITY OF PORT HARCOURT
SCHOOL OF GRADUATE STUDIES

TITLE OF THESIS/DISSERTATION

BY

NAME OF STUDENT IN FULL (SURNAME FIRST), OTHER NAMES

The Board of Examiners certifies that this Thesis/Dissertation is accepted in partial fulfilment of the requirements for the award of the degree of Doctor of Philosophy (Ph.D)/Master of Science (M.Sc) in area of specialization.

DESIGNATION	NAME	SIGNATURE	DATE
Supervisor (1)
Supervisor (2)
Supervisor (3)
Academic Coordinator
Centre Leader
External Exam
Dean, SGS/Chairman, BoE

COPYRIGHT

The following notes on copyright and the ownership of intellectual property rights must be included as written below:

The author of this thesis (including any appendices and/or schedules to this thesis) owns certain copyright or related rights in it (the "Copyright") and s/he has given The University of Port Harcourt certain rights to use such Copyright, including for administrative purposes.

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The ownership of certain Copyright, patents, designs, trademarks and other intellectual property (the "Intellectual Property") and any reproductions of copyright works in the thesis, for example graphs and tables ("Reproductions"), which may be described in this thesis, may not be owned by the author and may be owned by third parties. Such Intellectual Property and Reproductions cannot and must not be made available for use without the prior written permission of the owner(s) of the relevant Intellectual Property and/or Reproductions.

OTHER PAGES (NOT compulsory)

The preliminary pages may also include the following which must appear after the compulsory pages listed earlier:

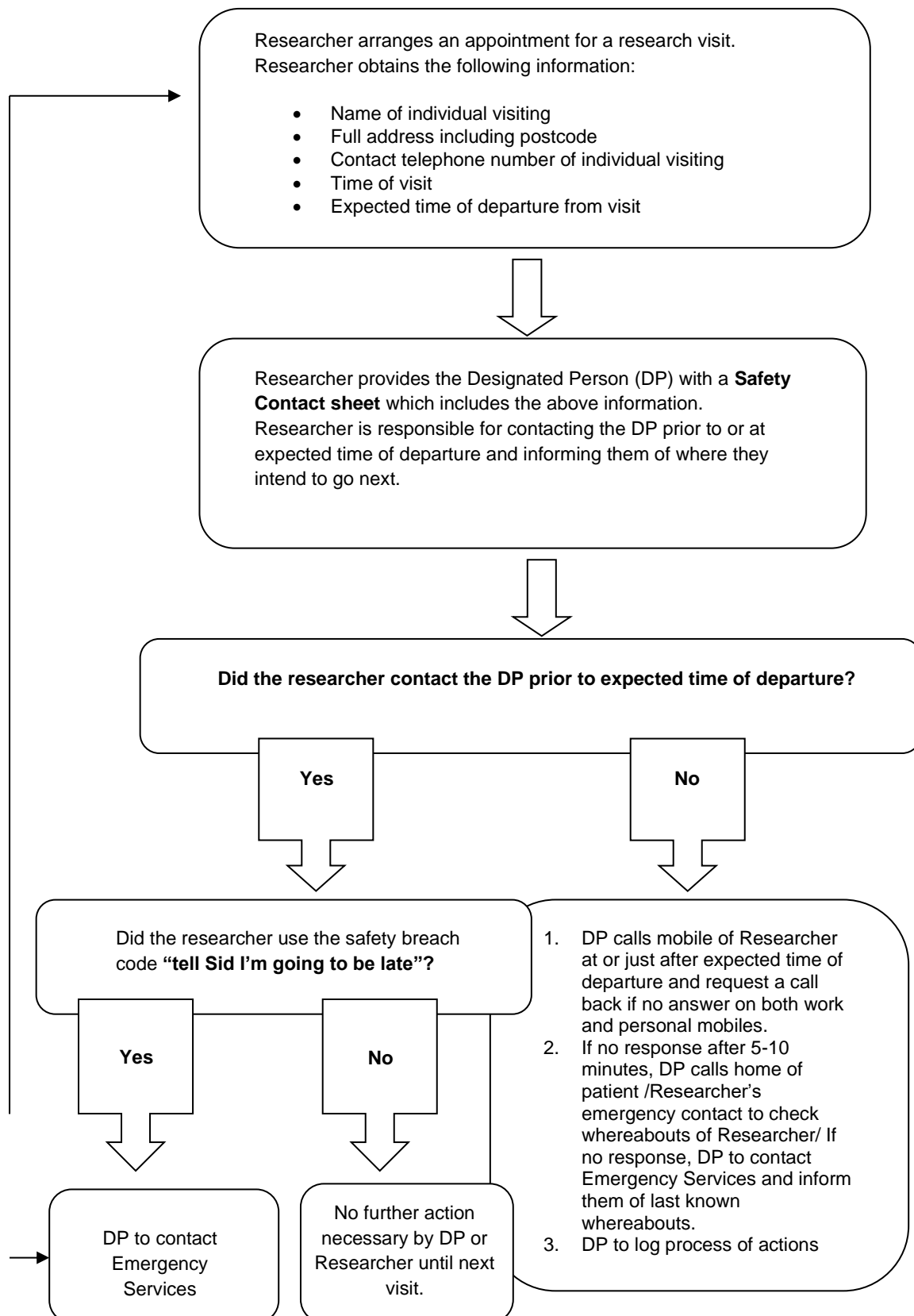
DEDICATION (If required, should be simple and to the point)

ACKNOWLEDGEMENT (if required, ensure you remember to appreciate/thank all those who have helped and supported you during your research and writing of your thesis/dissertation. This may include your supervisors/other academic, funding bodies, field/laboratory assistants, proofreaders, librarians, administrators, colleague, classmates, family members and other social contacts that played important roles in during the thesis and dissertation

CANDIDATE PROFILE (If required, candidates may include a brief statement for External Examiners, giving the candidate's degree(s) and research experience, even if the latter consists only of the work done for this thesis. This may be untitled, or it may be headed 'Preface' or 'The Author' and should normally not exceed an A4 side of the page.

APPENDIX 6 - LONE WORKER STANDARD OPERATING PROCEDURE

An example of Standard Operating Procedure for Fieldwork Visits Conducted by Researchers



APPENDIX 7. LONE WORKER CHECKLIST

Off campus lone worker checklist

This checklist is an aide-memoir to assist in the production of a risk assessment and safe system of work. They are not exhaustive and should be developed and refined further for specific circumstances.

The Workplace and Work Risks (tick whichever is applicable)				
Question	Yes	No	N/A	Comments
Does the workplace present any special risks to a person working alone?				
Is there safe access and egress?				
If there is temporary access such as ladders, trestles, etc, can they be safely handled and used by a lone person?				
Can all plant and equipment to be used during the lone working be safely handled and used by a lone person?				
Can all substances (and other hazardous materials such as biological material) be safely handled and used by a lone person? (Refer to University Procedure)				
Can any manual handling that may be carried out be safely done by a lone person?				
Is there a risk of violence?				
Are women working alone at a higher risk?				
Are young workers (under 18 years) at a higher risk due to their lack of experience, knowledge, etc?				
Are there adequate arrangements for travel to and from the work?				
Are adequate first-aid facilities available?				
Is there a need to train the lone worker in first aid?				
In an emergency can help easily find and reach the lone worker?				

Communication and Supervision				
Question	Yes	No	N/A	Comments

Are there arrangements for regular contact between the lone worker and the supervisor?				
Will supervisors periodically visit the lone worker?				
Are automatic monitoring and warning devices appropriate and used (e.g. personal movement or inactivity alarms, radio panic alarms, etc)?				
Is there easy access at all times to communication with the "outside world" and emergency services?				

The Lone Worker				
Question	Yes	No	N/A	Comments
Does the lone worker have any medical condition that increases the risk of working alone?				
Does the lone worker have any medical condition such that any foreseeable emergencies may impose additional physical and mental burdens which are unacceptable?				
Is the lone worker sufficiently experienced?				
Is the lone worker provided with adequate information about the risks involved with the tasks and the precautions to be taken?				
Is the lone worker provided with suitable training to allow the premises, equipment, any substances, and protective equipment to be safely used?				
Is the lone worker provided with suitable training to allow them to deal with any foreseeable emergencies?				

Checklist adapted from Croner lone worker risk assessment checklist

APPENDIX 8: An example of a safety contact sheet (to be completed prior to carrying out interviews in the field)

Safety Contact Sheet:

Interview Details

Date of Interview:

Expected start time:

Expected end time:

Interviewer Details

Interviewer:

Mobile Number:

Home Tel:

Address:

Car Make/Colour:

Car Registration:

Emergency Contact name:

Emergency Contact telephone number:

Interviewee Details

Study ID:

Interviewee Name:

Interviewee Address:

Interviewee Tel:

Interviewee GP:



APPENDIX 9: PARTICIPANT INFORMATION SHEET

Title of research project.....
Participant Information Sheet for data collection
(questionnaire administration/qualitative data/invasive procedure etc)

Introduction

You are being invited to take part in an academic research project aimed at

.....
.....

The principal investigator is from the of the University of Port Harcourt and is currently undertaking training for a degree in at the University of Port Harcourt.

Before you decide whether to accept this invitation, it is important for you to understand why the research is taking place and what it will involve. Please take the time to read the following information, and feel free to discuss the study with friends and family if you wish.

What is the purpose of the study?

The aim is to

.....
.....

Why have I been chosen to participate?

You have been invited because you (state inclusion criteria)

What will I have to do if I choose to take part in the research?

You will be expected to (state precisely what the participant is expected to do in the course of the research). This activity is completely separate from the care provided by your doctor or health worker, and your responses and details will not be passed on to anyone involved in your care.

Do I have to take part?

No, it is entirely up to you whether you want to take part. If you do not wish to take part, you do not need to give a reason and it will not affect the care you receive.

Are any risks involved?

Yes, this is potentially limited to time to be spent and inconveniences during participating (State all known and anticipated risks).

What are the benefits of taking part in this research?

You will contribute to an understanding of what (state all known and anticipated benefits of the research to population health, if any financial incentive for participating)

Will my data be kept confidential?

All the findings will be treated in the strictest confidence, and all data will be securely stored. All data stored on computers will be encrypted and any paper data will be stored in locked filing cabinets within locked offices for a maximum of 5 years in line with the University of Port Harcourt policy.

What if there is a problem?

If you have a concern about any aspect of this study, you should ask to speak to me, the researcher and I will do my best to answer your questions. If I am unable to resolve your concern or you wish to make a complaint regarding the study, please contact my supervisor by sending email to (provide official email of supervisor) or if you want to make a formal complaint about the conduct of the research, you can contact the *(provide contact details of responsible officer in the department/centre/school) of University of Port Harcourt.*

Who has reviewed this study?

The University of Port Harcourt Research Ethics Committee are reviewing this study and hopefully will give it a favourable opinion *(if known, provide the summary of the feedback from the ethics committee)*



APPENDIX 10: CONSENT FORM

Department/Centre/School
University of Port Harcourt
Choba

Email:.....

CONSENT FORM FOR INTERVIEW/QUESTIONNAIRE/OTHERS

Name of Principal researcher:

If you are happy to participate in this study, please place your initial in each of the boxes below, and then sign, date this form.

Please initial the box if you
agree with the statement

1. I confirm that I have read and understand the information sheet for the above study and have had the opportunity to ask questions ☐
2. I understand that my participation is voluntary and that I am free to withdraw at any time, without giving any reason, without me or my organisation's involvement in the project being affected in any way ☐
3. I consent to being interviewed/responding to questionnaire/other. ☐
I consent to the interview/response/information being recorded/stored. ☐
4. I agree to the use of anonymised quotations from interviews/data provided being reported in research reports, journal articles and presentations. ☐
5. I understand that data collected during the study may be looked at by individuals from the University of Port Harcourt and from regulatory authorities where it is relevant to my taking part in this research. I give permission for these individuals to have access to my records. ☐
6. I agree to take part in the above study ☐

Name of Participant (BLOCK LETTERS)

Date Signature

Researcher

Date

Signature

Please complete both copies of the consent form and keep one for your own records

APPENDIX 11. STUDENT RESEARCH PROPOSAL

FORMAT OF THE STUDENT RESEARCH PROPOSAL

Font type for all Thesis/Dissertation should be in Times New Roman and the Font Size is 12. The body of the Thesis/Dissertation should be in double line spacing except the abstract.

Objectives of a research proposal

The objectives of a research proposal include the following:

- To help the researcher to define the contents and to plan and execute the research project.
- To inform potential collaborators, examiners and supporters about the topic and the expected quality of the research.
- To justify the chosen research project.
- To describe the current state of knowledge on the research topic, considering all important relevant literature.
- To formulate the hypothesis or research question.
- To define the research strategy and methodology to be used to test the hypothesis or research question.
- To discuss ethical considerations about the research methodology.
- To define realistic, feasible, operational planning, based on the research methodology and general conditions.
- To inform potential collaborating institutions and persons about the research project and enable them to identify the kind of support they can give.
- To serve as an important tool for monitoring the progress of the research.

CONTENTS

PRELIMINARY PAGES

- ❖ Cover Page
- ❖ Title Page

INTRODUCTION

Background to the Study (Unpack all relevant terms in the title of the project, reference literature and theory relevant to the research problem, concepts, context). This should be based on evidence from published works. For higher degrees, this should include the findings from your literature search and (systematic) review to demonstrate clear understanding on the subject, gaps, approaches and uniqueness of present study

Statement of the Problem – A clear, concise statement of the problem to be solved or the questions to be answered by the research (The research problem (question) to be addressed by the research, its quantification, distribution, health burden, economic burden, feasibility, originality)

Aim and Objectives of the Study (objectives should be Specific, Measurable, Achievable, Relevant and Time-bound). It should normally not be more than 5 and phrased in positive terms eg to determine, assess, measure, explore (if qualitative). Avoid broad terms such as 'to investigate, to study or to evaluate which can be used in the aim.

Research Questions/Hypothesis (if required, the hypothesis to be tested, based on the research problem; (Hypothesis or assumptions which the study is designed to test should be clearly specified, unless the research is qualitative and based on inductive techniques and use of grounded theory)

Significance or justification of the Study (Benefits derivable from study in relation to policy/public good, practice, further research/development. Explain the importance of conducting studies expected benefits and contributions of the research to the body of knowledge)

Scope of the Study/Delimitation

METHODOLOGY (MATERIALS AND METHODS)

Research Method/Design - research method (quantitative, qualitative, mixed, multimethod), research designs (phenomenology, survey, experimental etc)

Study Area/setting – study localities and the facilities

Population for the study (group of interest to be sampled, selection/eligibility criteria for inclusion in the study and their representativeness of the target population)

Sample and Sampling Techniques (justification of the sample size in relation to statistical power and sampling techniques, sampling units - individuals, groups, institutions, societies, method of sampling and method of allocation into groups where appropriate (eg experimental and control), appropriateness of identified control groups)

Nature/Sources of Data – Primary/Secondary (Specific tools, the definition and operationalization of the concepts into items that can be measured. (a variable is an indicator resulting from the operationalization of a concept

- The dependent variable(s); (one the investigator wishes to explain – outcome)
- The independent variable(s); (explanatory, predictor, intervention, exposure variables)

(Information about any potential extraneous or confounding variables that will need to be controlled for spurious associations (false associations explained by the confounding variable)

Methods of Data Collection/Instrumentation (the measurement instruments – development and contents (sections, domains, items), technical staff involved in the phases of the

research (include information on experience and qualification of key investigators), facilities required

Validity/Reliability of Instrument (the validity and reliability and appropriateness for use with the study population and topic)

Methods of Data Analysis – the planned analyses (descriptive and analytic) to answer each of the research questions, the level of the data to be generated (nominal, ordinal, interval, ratio), the appropriateness of the statistical test to be used, significant variables to be tested, decisions on criteria for acceptance or rejection of hypotheses, confidence intervals, p-value

Ethics/Permission/Consent (the plans for ethical approval, permissions, and consents where appropriate)

Work plan – detailed plan of activities and (realistic) time schedule (including any pilot phases) for the study and writing up of the results, cost/budget (consumables, travels, fees for consultants or technical assistance, production, overhead, equipment, conference participation, publication etc). Depending on the nature of the research, include a Gantt chart, Critical Path Method (CPM) diagram

Application of results (generalizability, relevance, implications for development, expected products, exploitability);

Plans for dissemination of research findings (aspects of research, plans for, method of, dissemination (conference, publications, advocacy)

References APA (Graduate) Reference style should be adopted.

Appendices

Draft instruments

Participant information sheet/consent form

N/B

- ❖ Tables should be on separate pages. Without grids or lines
- ❖ Figures on separate pages
- ❖ Plates on separate pages.

(If possible, multiples of tables or figures or plates can be on a page)

APPENDIX 12 - Code of good research conduct

The information below were retrieved from the University of Manchester (<https://www.manchester.ac.uk/research/environment/governance/conduct/>). It is the responsibility of all researchers and staff supporting research to conduct their research in accordance with the ten Principles set out in this Code of Good Research Conduct and in compliance with relevant University policies.

1. Excellence - Researchers are expected to strive for excellence when conducting their research; aiming to design, conduct, produce and disseminate work of the highest quality and ethical standards.
2. Honesty - Researchers must be honest in respect of their own actions and in their responses to the actions of others. This applies to the whole range of research activity including:
 - applying for funding;
 - experimental and protocol design;
 - generating, recording, analysing and interpreting data; publishing and exploiting results;
 - acknowledging the direct and indirect contributions of colleagues, collaborators and others;
 - reporting cases of suspected misconduct in a responsible and appropriate manner.
3. Openness - Researchers must be open when conducting and communicating their research (subject to the terms and conditions of any research contracts and the protection of intellectual property and commercial exploitation). This includes:
 - the disclosure of any conflicts of interest;
 - the reporting of research data collection methods;
 - the analysis and interpretation of data;

- making all research findings widely available (including sharing negative results as appropriate);
 - disseminating research in a way that will have the widest impact;
 - promoting public engagement/involvement in research.
4. **Rigour** - Researchers must be thorough and meticulous in performing their research. Care must be taken:
- to use the appropriate methods;
 - to adhere to an agreed protocol (where appropriate);
 - when drawing interpretations and conclusions from the research;
 - when communicating the results.
5. **Safety** - All research should be conducted in a manner which, so far as is reasonably practicable, is safe for researchers, participants, the University and the environment. Researchers must familiarise themselves, and comply with, the obligations set down by the University in its policies and guidelines, as well as relevant legislation and regulatory practice in this area.
6. **Ethical responsibility** - Researchers should have respect for all participants in, and subjects of, research including humans, animals, the environment and cultural objects. The University expects all researchers to consider the ethical implications of their research and to be aware of their responsibilities to society, the environment, their profession, the University, research participants and the organisation(s) funding the research.
7. **Responsible management** - Established researchers are responsible for nurturing researchers of the future; fostering a constructive and supportive environment without undue pressure and ensuring that appropriate supervision, mentoring and training are provided.
8. **Regulatory compliance** - Researchers are expected to make themselves aware of, and comply with, any legislation or regulations that govern their research.
9. **Professional standards** - Researchers should observe the standards of practice set out in guidelines published by professional societies, funding agencies and

other relevant bodies, where appropriate and available. They must ensure that they have the necessary skills and training to conduct the research.

10. Report research misconduct - Researchers should be aware of the extreme seriousness of research misconduct. Staff and students of the University have an obligation to report suspected research misconduct to the appropriate authorities

APPENDIX 13 - PRE-ORAL EXAMINATION OF THESIS/DISSERTATION

PRE-ORAL EXAMINATION REPORT FORM GRADUATE RESEARCH ASSESSMENT External Examiner Copy

(separate copy for each candidate)

***Please note** that upon approval of the Board of examiners' recommendation, all examiners' reports will be made available to the candidate). It is therefore essential that this form is completed as fully and clearly as possible as it provides important feedback to the candidate on his/her thesis.*

Name of Candidate:

Registration No:

Faculty:

Degree:

Thesis Title:

Instructions for completion

The external examiner should complete a separate *Pre-Oral Examination Report Form* after reading the dissertation report and before discussion with the other examiners.

The purpose of the *Pre-Oral Examination Form* is to:

- clarify your preliminary judgement on the dissertation for discussion with other co-examiners at the pre-oral examination meeting or after the oral examination;
- identify priorities and points for discussion at the oral examination;
- identify corrections required (even if corrections change as a result of the candidate's performance or the views of the other examiner);
- identify issues which may need to be discussed with the supervisor or may need to be reported to the appropriate Exams Team

PRE-ORAL EXAMINATION REPORT FORM

GRADUATE RESEARCH ASSESSMENT External Examiner Copy

Name of Candidate:

- a. Summarise the overall standard of the thesis and include any specific issues that will be raised during the oral examination and any matters of concern that should be discussed with the supervisor prior to the examination.

General comments

Chapter 1 Background

Chapter 2 Literature review

Chapter 3 Methods

Chapter 4 Results

Chapter 5 Discussion

(Insert an additional TYPED sheet(s) if necessary)

I certify that the information given in this *Pre-Oral Examination Report Form* is accurate and complete:

	FULL NAME	SIGNATURE <i>(or mark 'X' by clicking in the box if you are completing the form electronically)</i>	DATE <i>(DD/MM/YYYY)</i>
EXTERNAL EXAMINER		<input type="checkbox"/>	

APPENDIX 14. THESIS SUBMISSION FOR DEFENSE AT THE SCHOOL OF GRADUATE STUDIES

UNIVERSITY OF PORT HAROCURT
SCHOOL OF GRADUATE STUDIES

GRADUATE STUDIES REQUIREMENTS:

1. Signed Clearance Form
2. Photocopies of All School Fees Receipt
3. Anti-Plagiarism Certificate
4. Evidence of Publication from the Thesis(2)
5. Evidence of Conferences, Attended(2)
6. A Copy of the Thesis
7. A Hard Copy of PowerPoint Presentation
8. A Soft Copy (C.D) 1, Containing PowerPoint
9. A Soft Copy (C.D) 1, Containing Abstract —

FIRST CD

1. PowerPoint Presentation

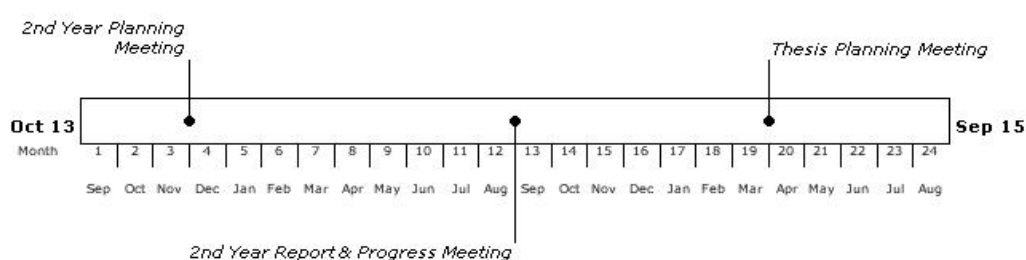
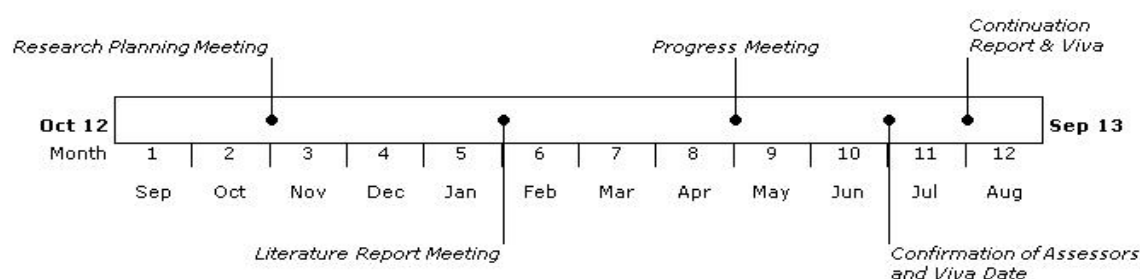
SECOND CD

1. Passport Photo (Scanned)
2. Title of Thesis
3. Name of Candidate (Surname First, Other Names)
4. Degree(s) and Awarding Institution (s) Registration Numbers
5. Abstract —
6. Contribution to Knowledge
7. Names of Supervisor(s)

Kindly cross check both CD'S to ensure that all the above is included before submission

Submit

Appendix 15: Research progress chart for PhD students



TIMELINE FOR MASTER'S DISSERTATION

SN	ACTIVITY	Duration in month	Schedule in training months												
			0	1	2	3	4	5	6	7	8	9	10	11	12
1	Registration/Induction	1													
2	Lectures	7													
3	Internship	1													
4	Dissertation topics, concept note/supervisors	1													
5	Proposal development & defence	2													
6	Ethics Review by UniPort Ethics Committee (& other ERBs)	1													
7	Detailed literature review	1													
8	Data collection	2													
9	Data analysis and Report Writing	1													
10	Internal anti-plagiarism check & defence of draft report	1													
11	External anti-plagiarism and clearance from SGS	1													
12	Submission of Article + clean report and FINAL DEFENSE	1													
13	Final submission & SGS clearance	1													

TIMELINE FOR PhD THESIS

SN	ACTIVITY	Duration in quarter	Schedule in training quarters (3 months)												
			0	1	2	3	4	5	6	7	8	9	10	11	12
1	Registration/Induction	0.33													
2	Lectures	2													
3	Internship	1													
4	Dissertation topics, concept note/supervisors	1													
	Systematic review	2													
5	Proposal development & defence	1													
6	Ethics Review from UniPort (& other ERBs), planning data collection	1													
8	Data collection	2													
9	Data analysis and Report Writing	1													
10	Internal anti-plagiarism check & defence of draft report	0.33													
11	External anti-plagiarism and clearance from SGS	0.33													
12	Submission of Article + clean report and FINAL DEFENSE	0.67													
13	Final submission & SGS clearance	0.33													

Recommended reading

Africa Centre of Excellence in Public Health and Toxicological Research Programme Handbook -

<https://www.aceputoruniport.edu.ng/putor/public/sub/pdf/PUTOR%20Academy%20Programmes%20Handbook.pdf>

Africa Centre of Excellence in Public Health and Toxicological Research Guide to Postgraduate Research Thesis/Dissertation Preparation, Submission and Examination -

https://www.aceputoruniport.edu.ng/putor/public/policy_guidelines/ACE%20PUTOR/ACE-PUTOR%20Research%20Guideline.pdf

The University of Port Harcourt Sexual Harassment Policy -

[https://www.aceputoruniport.edu.ng/putor/public/sub/pdf/PUTOR%20SEXUAL%20HARRASSMENT%20POLICY\(1\).pdf](https://www.aceputoruniport.edu.ng/putor/public/sub/pdf/PUTOR%20SEXUAL%20HARRASSMENT%20POLICY(1).pdf)

Africa Centre of Excellence in Public Health and Toxicological Research Environment and Social Safeguard Management Policy -

https://www.aceputoruniport.edu.ng/putor/public/policy_guidelines/ACE%20PUTOR/PUTOR%20Environmental%20Safeguards%20plan.pdf

Africa Centre of Excellence in Public Health and Toxicological Research Policy on Students' Scholarship and Staff Incentives -

<https://www.aceputoruniport.edu.ng/putor/public/sub/pdf/ACE-PUTOR%20Policy%20on%20Student%20Scholarship%20and%20Faculty%20Incentive.pdf>

University of Port Harcourt Intellectual Property Policy -

[https://www.aceputoruniport.edu.ng/putor/public/policy_guidelines/UNIPORT/SP-2012-2013-027Fiv%20\(Intellectual%20Property%20Policy\).pdf](https://www.aceputoruniport.edu.ng/putor/public/policy_guidelines/UNIPORT/SP-2012-2013-027Fiv%20(Intellectual%20Property%20Policy).pdf)

University of Port Harcourt Standard Operating Policy for Research Ethics Committee -

[https://www.aceputoruniport.edu.ng/putor/public/policy_guidelines/UNIPORT/SP-2012-2013-027Fv%20\(Standard%20Operating%20Procedures%20Research%20Ethics%20Committee\).pdf](https://www.aceputoruniport.edu.ng/putor/public/policy_guidelines/UNIPORT/SP-2012-2013-027Fv%20(Standard%20Operating%20Procedures%20Research%20Ethics%20Committee).pdf)

University of Port Harcourt Research Management Policy -

[https://www.aceputoruniport.edu.ng/putor/public/policy_guidelines/UNIPORT/SP-2012-2013-027Fii%20\(Research%20Management%20Policy\).pdf](https://www.aceputoruniport.edu.ng/putor/public/policy_guidelines/UNIPORT/SP-2012-2013-027Fii%20(Research%20Management%20Policy).pdf)

University of Port Harcourt Research Management Policy and Strategy -

https://www.aceputoruniport.edu.ng/putor/public/policy_guidelines/UNIPORT/UNIPORT%20Draft%20Research%20Management%20Policies.pdf