

UNIVERSITY OF PORT HARCOURT
SCHOOL OF GRADUATE STUDIES

MEMORANDUM

From: Graduate Studies Officer	To: Deans HODs Chairman, Departmental Graduate Studies Board Committee
Ref: UPH/CGS/G/001	
Date: April 25, 2017	

RE: STANDARDIZATION OF THESIS/DISSERTATION REPORT AS APPROVED BY BOARD, SCHOOL OF GRADUATE STUDIES (SGS)

I forward herewith (see attached), the above document as approved by the School of Graduate Studies (SGS) at the 200th Board meeting held on the 20th November, 2012. The Board also directed that a few adjustments could be made within the approved framework.

The above is for your immediate compliance please.

Thank you.

Nworu, Christy Uche (Mrs.)

Cc: Dean, SGS
Associate Dean, SGS

NCU/Ben*

STANDARDIZATION OF THESIS/DISSERTATION REPORT APPROVED AT 200TH MEETING OF THE SCHOOL OF GRADUATE STUDIES (SGS).

AMENDED BY THE BOARD

Front Style for all Thesis/Dissertation must 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.

Standardized Format for Thesis/Dissertation Presentation

PRELIMINARY PAGES

- ❖ Cover Page
- ❖ Title Page
- ❖ Declaration
- ❖ Certification
- ❖ Dedication should be simple and to the point
- ❖ Acknowledgements
- ❖ Abstract – single line spacing and not more than 300 words.
- ❖ Table of Contents (there should be no lines)

Chapter 1 INTRODUCTION

- 1.1 Background to the Study
- 1.2 Statement of the Problem (if required)
- 1.3 Aim and Objectives of the Study
- 1.4 Research Questions/Hypothesis (if required)
- 1.5 Significance of the Study (Benefits derivable from study)
- 1.6 Biography of the Author of the works being studied (if applicable)
- 1.7 Scope of the Study/Delimitation
- 1.8 Study Area (if required)

Chapter 2 LITERATURE REVIEW

- 2.1 Theoretical/Conceptual Framework
- 2.2 Empirical Review (aims, methods, finding of previous works and relevance to present study, identified gaps in the literature)
- 2.3 Periodization of existing literature/stylistic development/genres (if required)

Chapter 3 METHODOLOGY (MATERIALS AND METHODS)

- 3.1 Research Design
- 3.2 Population for the Study (where applicable)
- 3.3 Sample and Sampling Techniques (where necessary)
- 3.4 Nature/Sources of Data – Primary/Secondary
- 3.5 Methods of Data Collection/Instrumentation
- 3.6 Methods of Data Analysis
- 3.7 Validity/Reliability of Instrument (if required)

Chapter 4 RESULTS AND DISCUSSION

- 4.1 Presentation of Data (in Tables, Graphs and Plates etc)
- 4.2 Data Analysis
- 4.3 Discussion of Findings

Chapter 5 SUMMARY, CONCLUSIONS AND RECOMMENDATION/S

- 5.1 Summary (use one or two paragraphs to summarize each previous chapter Limitation)
- 5.2 Conclusion/s (to be structured e.g. 5.2.1, 5.2.2, 5.2.3, etc).
- 5.3 Recommendation/s
- 5.4 Contribution to knowledge

REFERENCES (American Psychological Association) style should be adopted).
APPENDICES -(to be structured according to the chapter it relates to).

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).

COVER PAGE

THESIS/DISSERTATION TOPIC

BY

NAME OF CANDIDATE (SURNAME FIRST, OTHER NAMES)

**Degree(s) and Awarding Institution)
REGISTRATION NUMBER**

DEPARTMENT

FACULTY

SCHOOL OF GRADUATE STUDIES

UNIVERSITY OF PORT HARCOURT

MONTH/YEAR OF VIVA

TITLE PAGE

THESIS/DISERTATION TOPIC

**NAME OF CANDIDATE (SURNAME FIRST, OTEHR NAMES)
Degree(s) and Awarding Institution(s)**

REGISTRATION NUMBER

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 of (Ph.D/Master of Arts/Science/Engineering/Education (M.A/MSc/M.ENG/M.Ed) Area of Specialisation) in the Department of ----- Faculty of -----
University of Port Harcourt.

Name(s) of Supervisor(s)

Month/Year of Viva

DECLARATION

I, -----FULL NAME (SURNAME FIRST, Other Names) with Registration Number ----- declare that this Thesis/Dissertation on----- TOPIC ----- was carried out by me; that it is my original work and that it has not been submitted wholly or in part for the award of a degree in any institution.

Name of Student: ----- Signature/Date: -----

Confirmation by Supervisor(s)

Name of Supervisor (1) -----Signature/Date: -----

Name of Supervisor (2) -----Signature/Date: -----

CERIFICATION

UNIVERSITY OF PORT HARCOURT
SCHOOL OF GRADUATE STUDIES

TITLE OF THESIS/DISSERTATION

BY

NAME OF STUDENT IN FULL (SURNAME FIRST,) OTEHR 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 Arts/Science/Engineering/Education (M.A./M.Sc./M.Eng./M.Ed) in Area Specialisation.

DESIGNATION	NAME	SIGNATURE	DATE
Supervisor (1)	-----	-----	-----
Supervisor (2)	-----	-----	-----
Chairman, Deptl. Graduate Studies Committee	-----	-----	-----
Head of Department	-----	-----	-----
Director of Centre	-----	-----	-----
Dean of Faculty	-----	-----	-----
External Examiner	-----	-----	-----
Dean, School of Graduate Studies/Chairman, Board Of Examiners	-----	-----	-----

