

UNIVERSITY OF BOSASO
Bosaso, Puntland State of Somalia



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RESEARCH AND INNOVATION DEPARTMENT

PROPOSAL/THESIS WRITING GUIDELINE

The Research and Innovation Department of the University of Bosaso put out this document to set official rules for how to write, format, submit, and grade academic theses in line with the university's academic and quality assurance standards. It explains the rules for formatting, the required structure for the thesis, ethical issues to think about, expectations for research integrity, and how to supervise and defend the thesis. The rules spell out what students, supervisors, and academic departments need to do to make sure that all graduation research projects meet the University's academic and professional standards. The document also covers submission deadlines, grading, revisions, approval, and thesis storage. It is an important resource for all students at the University of Bosaso who are doing research.

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1. INTRODUCTION

The University of Bosaso, located in Puntland, Somalia, is a leading higher education institution dedicated to providing quality education, promoting research, and fostering innovation across its diverse faculties. Recognizing the critical role that structured research plays in academic excellence, the Research and Innovation Department has prepared this comprehensive thesis writing guideline to assist students, faculty, and academic staff in the proper preparation, submission, and evaluation of research theses.

This document is intended to standardize thesis writing practices across the university, ensuring consistency, academic rigor, and adherence to ethical standards. It outlines the procedures for the processing of research proposals, the appointment and responsibilities of supervisors, the roles of students and relevant departments, and the formal presentation of theses, including formatting, pagination, referencing, and the use of tables, figures, and appendices.

By providing clear instructions on the preparation, submission, and examination of theses, this guideline serves as an essential resource for maintaining high scholarly standards and supporting the academic success of all candidates. It reflects the university's commitment to fostering a culture of research excellence, promoting ethical scholarly practices, and ensuring that all research outputs contribute meaningfully to the advancement of knowledge in Puntland, Somalia, and beyond.

2. PROCESSING RESEARCH PROPOSALS

- a) A thesis research proposal should not exceed thirty (30) pages for a Bachelor's and twenty (20) pages for a diploma (excluding the preliminary pages and the Appendices).
- b) A thesis research proposal (Bachelor's and diploma) is ready once it has been successfully examined and corrected at the Department and further considered by the Research and Innovation department.
- c) The proposal shall be received at the Department and vetted to confirm that the candidate has complied with all the requirements.
- d) The candidate shall be cleared by the dean of the relevant department
- e) After clearance by the faculty, the data collection approval letter (UOB/RID/001EL) shall be issued by the Department of Research and Innovation to authorize the candidate to collect data for the study

3. THESIS SUPERVISION AND PROGRESS REPORTS

3.1 Appointment of Supervisors

- a) A candidate shall be required to pursue the thesis under the instruction or supervision of a minimum of one qualified academic staff member.
- b) Before a supervisor is appointed by the Department and the research and innovation department. must satisfy itself that the supervisor is competent in the subject area or field of research in which the candidate proposes to study.
- c) Each candidate shall be assigned a minimum of one supervisor.
- d) Normally, the supervisor(s) shall be appointed from among the academic staff of the Department concerned.
- e) As per the recommendations of the University Senate, the faculty dean and Office of Research and Innovation shall appoint the supervisor as the candidate's main supervisor.
- f) The University Senate will withdraw the services of a supervisor upon recommendation by the Department and the research and innovation department, who in their opinion, is not likely to assist the candidate in finishing his/her studies within the stipulated time.

3.2 Responsibilities of Supervisors

It shall be the supervisor's duty to direct and supervise the student's work. In particular the supervisor shall:

- a) Maintain regular and effective contact with the student i.e. at least once per week.
- b) Respond to any written materials from the student within the shortest time possible.
- c) Guide students to relevant literature and other sources of information.
- d) Link students to researchers working in related fields.
- e) Discuss and critically evaluate the student's findings and ideas.
- f) Advise students on the form and structure of a thesis.
- g) Train students in the conventions of scholarly presentations.
- h) Enhance the quality of the student's work.
- i) Ensure that the student presents the research findings at the relevant seminars.
- j) Encourage and guide the student in publishing academic papers (at least one paper from the research work).
- k) Certify at the end of the study that the candidate has received adequate supervision.

3.3 Responsibilities of Students

Candidates shall be responsible for the following:

- a) Maintaining regular consultation with their supervisors, i.e. at least once per week.
- b) Participating in seminars organized by the Departments, and research and innovation department.
- c) Securing, organizing and presenting content professionally and accurately.
- d) Adhering to the University Research Policies and Regulations including Research Ethics, Anti-Plagiarism, Copyrights and Intellectual property rights.
- e) Adhering to correct format of presenting quotations, footnotes, references, tables, and other illustrative materials.
- f) Presenting intention to submit the proposal/thesis to the relevant Department as stipulated in the University Regulations
- g) Defending all aspects of the thesis during oral examination.
- h) Making corrections recommended by the Board of Examiners.
- i) Ensuring that the required number of copies of the thesis and the original are duly signed.
- j) Satisfy University administrative requirements as stipulated in the University Statutes.

3.4 Responsibilities of the Relevant Departments

- a) Propose supervisors through the department for approval and appointment
- b) Organize Departmental seminar presentations
- c) Provide necessary support for Research work.
- d) Propose thesis Examiners through the academic staff for approval.

4. PRESENTATION OF RESEARCH THESIS

4.1 Research Thesis Writing

Research Thesis writing should conform to the university of Bosaso format available university website.

4.1.1 Typing of Thesis

A thesis must be typed and printed on A4-sized, good quality paper. Any deviation from this standard paper size must be approved department. The typeface will be Times New Roman, font size 12 and consistency must be maintained. Double or one-and-a-half line-spacing shall be used for the main text (except for the abstract, indented quotations or footnotes where single-line-spacing shall be used).

4.1.2 Printing

Printing should be on one side of the paper only.

4.1.3 Margins

The top and bottom margins should be 2.5cm deep. The right-hand margin should be 2cm while the left-hand margin should be 4cm (for thesis ready for hard-binding).

4.1.4 Pagination

Pages shall be numbered consecutively in Arabic numerals, starting with the first page of text and the number shall appear in the centre of the lower margin of the page. Preliminary pages such as table of contents, list of tables and figures that precede the first page of text shall be numbered using small Roman numerals.

4.1.5 Chapters and Major Sections

Chapters and major sections (for example, Introduction, Literature Review, Materials and Methods, Research Methodology, etc.) should begin on a new page. All sub-sections may begin immediately after except that sub-section heading should not be placed at the bottom of a page unless it is followed by two lines of text.

Headings must be internally consistent. Partly filled pages of text are not permitted except at the end of a chapter where there is no sufficient room to place four or five lines of text either above or below.

Title Page (Text should be in capital letters and centred)

- a) The first page bears the research title with the full names of the candidate below it.
- b) The legend shall appear below the name as follows:

A Research Proposal/Thesis Submitted in Partial Fulfilment of The Requirement for The Award Of **(Insert the Name of The Degree)** Degree In **(Insert)** Of University of Bosaso' (Note That 'University of Bosaso' Shall Be on A Separate Line with No Space Before it.)

The date of submission shall appear below in the form of month and year.

4.1.6 Declaration and Approval page

The second page must contain:

A signed declaration by the candidate with the following statement:

- a) This thesis is my original work and has not been presented for a degree in any other University or for any other award.
- b) A signed approval by the Supervisor(s) and Co-Supervisor(s) with the following statement:
- c) I/We confirm that the work reported in this thesis was carried out by the candidate under my/our supervision
- d) The name (s) of the supervisor (s) shall be accompanied by their affiliation (the name of the University where he/she is based).

4.1.7 Dedication page

A dedication statement not exceeding 25 words may follow the declaration (only in the thesis).

4.1.8 Acknowledgment page

Acknowledgment not exceeding 150 words should follow the dedication page.

4.1.9 Abstract Page

An abstract of the research proposal/thesis not exceeding five hundred words should be placed just before chapter one. It should be a one paragraph continuous prose, single spaced and on one page.

4.1.10 Table of Contents

computer auto-generated table of contents should follow the acknowledgment page, beginning on a new page. The table of contents should assist the reader to know quickly and clearly how the research proposal/thesis is organized.

There must be consistency in the use of headings and sub-headings in both the table of contents and the text.

4.1.11 List of Tables

A computer auto-generated list of tables should follow the table of contents, beginning on a separate page.

4.1.12 List of Figures

A computer auto-generated list of figures should be on a separate page immediately after the list of tables.

4.1.13 List of abbreviations and acronyms

A list of abbreviations and acronyms that have been used in the text should follow the list figures, before the abstract page, with the full form of the abbreviations and acronyms.

4.1.14 Tables and Figures

- a) Tables and figures may be included within the text or appear on separate pages. If on separate pages, they should be placed near the text which refers to them.

- b) Each table and figure shall have a full caption. Tables and figures should be numbered in sequence and should be cited by a number in the text. A table and figure must fit within the margins previously mentioned.
- c) Figure numbers and titles should appear below the figure. Table numbers and titles should appear above the table.

4.1.15 References

The APA referencing style should be used as stated at the beginning of this section. In-text citations, tables, figures, paragraphs, references and bibliographies must be consistent with the writing style.

4.1.16 Appendices

This section shall include such documents as:

- a) Research instruments
- b) Letters of introduction/authorization/ethical clearance
- c) Research permit
- d) Proposed research budget
- e) Projected work plan for carrying out research
- f) long tables, alien data, paragraphs, maps, and place locations, etc.

5. SUBMISSION AND EXAMINATION OF THESIS

- a) At least one (1) month before a thesis is submitted, a candidate shall with the consent of the supervisor(s) give notice in writing to the Dean of the relevant faculty indicating intention to submit the thesis
- b) Upon receiving the notice to submit thesis, the Dean shall recommend the external and internal examiner to the university research committee.
- c) two loosely bound copies of the thesis shall be accompanied by a signed declaration by the candidate confirming that the thesis has not been previously submitted for a Degree in any other University and that the thesis is the original work of the candidate. The thesis shall bear the signature(s) of the supervisor(s) as an indication of approval to submit.
- d) The copies of the thesis shall also be accompanied by a plagiarism report produced by the Turn-it-in software or a soft copy of the thesis.

- e) The examiners will require the candidate to revise and resubmit the thesis for examination when corrections are major
- f) The recommendations of the Examiners shall be communicated verbally to the candidate after the oral defense and in writing.

g) Marks obtained in examinations shall be converted into letter grades as follows:

A	80% and above
B	60%-79%
C	50%-59%
D	Below 50 (Fail)

- h) The results of the examination shall be approved by the University Examination Board.

5.1 Re-sit examinations

A candidate who fails the **thesis examination** shall be required to re-sit the examination **once only**.

A candidate who passes the re-sit thesis examination shall be awarded a grade of “C” (50%).

5.2 UOB/RID/F001: THESIS SUBMISSION FOR EXAMINATION

To be completed in triplicate and submitted to Dean, relevant faculty at least ten days before the date of defense.

5.2.1 PART I: STUDENT PARTICULARS

Name Reg. No. Student’s signature.....

Name Reg. No. Student’s signature.....

Name Reg. No. Student’s signature

Name Reg. No. Student’s signature

Faculty Department

Email Address

Cell Phone No.

5.2.2 PART II: TITLE OF THESIS

.....

5.2.3 Name of the Examiner (Internal/External)

Prof/Dr./Mr./Mrs./MS.....

Signature.....Date.....

6. UOB/RID/001EL): THE APPROVAL AND ETHICAL CLEARANCE LETTER

To Whom It May Concern,

This letter confirms that the Office of Research and Innovation (ORI) at the University of Bosaso (UoB) has reviewed and approved the research proposal titled “-----.” The study received full ethical clearance under the above reference number.

Following the approval, the researchers were authorized to collect data (study area---). The study was permitted to collected data (data collection technique----) to (objectives of study----).

The study will remain committed to upholding the highest ethical standards. Participant confidentiality and anonymity will be strictly maintained. The collected data will offer helpful perspectives on (-----).

For further information regarding this approval, please contact the Office of Research and Innovation at the University of Bosaso.

