

University of Nairobi
Faculty of Engineering
Faculty Postgraduate Studies Committee (FPSC)
Proposal Comments

Name and Reg., No.:

Supervisors:

Proposal Title:

Department: **CCE**

Date:

Item No.	Description	✓ ok X	Remarks (Corrections)
1.	Cover Page		
	a. University Logo and Name	✓	1.
	b. Name of Department	X	
	c. Title and Type: Msc./PhD		
	d. Author name and Reg. No.		
	e. Purpose of Document		
	f. Year Submitted		
2.	Declaration and Approval Pages		1.
	a. Signed		
	Preliminary Pages		1.
	a. Acknowledgement		2.
	b. Page numbering, TOC; List of Tables, Figures, Abbreviations		
3.	Abstract		
	a. Rationale of study		1.
	b. Proposed Method		
	c. Abstract in one paragraph less than one page		
4.	Introduction		
	a. General		1.
	i. Background Information, one to two pages		
	ii. No figures, tables and lists		
	iii. Only the necessary sections below included		
	b. Background Information		1.
	i. Description of the general issue that prompted the work		
	ii. Indicates gaps in knowledge		
	iii. Indicates study context-where or case study		
	iv. Statement of what the proposal addresses		
	c. Problem statement		1.
	i. Recap of the knowledge gap highlighted in the background information		
	ii. Statement on what needs to be done		
	iii. One paragraph not exc. three quarters of page		
	d. Objectives		1.
	i. General or overall objective stated		
	ii. At least three specific objectives		
	iii. All objectives deductive (Characterise, evaluate, establish, compare) No. mere tasks (Determine, assess, identify).		
	e. Scope of the Study		1.

Item No.	Description	✓ ok X	Remarks (Corrections)
	i. Main activities: what will be studied, where, main analysis.		
	ii. Limit of the areas to be addressed if any		
6.	Literature Review		
	a. Relevance to topic		1.
	b. Sources cited, standard format		
	c. All sections numbered		
	d. Section on implication of literature review/ identified knowledge gaps/synthesis		
7.	Method		
	a. Overview provided, chart if complex		1.
	b. Description of Study area or issue		
	c. Logical description of methods		
	d. Standard procedures summarised and cited; details and computations in Appendices		
8.	Work Plan and Budget		
	a. Work plan legible, in portrait, realistic timelines, comprehensive, main milestones only, same font as text		1.
	b. Budget - main costs only, sufficient for study, in profile		
9.	References		
	i. Alphabetical order		1.
	ii. Style		
	iii. All citations included		
10.	Presentation and Formatting		
	i. Proposal main text and references 25-30 pages		1.
	ii. Paper Size A4 Line Spacing 2.0		
	iii. Main text devoid of bold, italics & underlining		
	iv. Consistent Font and size; Text colour, black		
	v. Paragraphs spaced		
	vi. The Chapter titled in words and in uppercase "CHAPTER #" bolded, next line # and Title		
	vii. Section and sub-section titles in lower case bold		
	viii. Tables and Figures referred to in the text		
	ix. Tables retyped not pasted as pictures		
	x. Table title above table; Figure caption below figures; same font as text		
	xi. Tables, figures numbered according to Chapter		
	xii. Page numbers at bottom and the same font as text		
	xiii. No bullets - Numbered or lettered lists		
	xiv. No headers, No footers		
11.	Similarity Report, < 15% similarity		
12.	Minutes of Seminar		

Recommendation: