



SREENARAYANAGURU
OPEN UNIVERSITY

SREENARAYANAGURU OPEN UNIVERSITY

The State University for Education, Training and Research in Blended Format, Kerala



GUIDELINES FOR POSTGRADUATE DISSERTATION/PROJECT REPORT

MASTER OF ARTS IN PUBLIC ADMINISTRATION

GUIDELINES FOR DISSERTATION / PROJECT REPORT

MASTER OF ARTS IN PUBLIC ADMINISTRATION

Credits: 4

1. Introduction

As part of the postgraduate curriculum in Public Administration at Sreenarayanaguru Open University (SGOU), learners are required to submit an individual Dissertation/Project Report during the Fourth Semester. This course carries four credits and constitutes a core component of the MA Public Administration programme.

The dissertation provides learners with an opportunity to undertake systematic and independent research in a specific area of Public Administration. Under the guidance of an approved academic supervisor, learners are expected to identify a relevant research problem or policy issue; formulate clear research objectives or questions; review and analyse pertinent literature; and apply appropriate theoretical, analytical, or empirical methods.

The dissertation should reflect:

- A sound understanding of core concepts and theories in Public Administration
- Awareness of administrative structures, governance processes, and public policy frameworks
- Ability to analyse institutional practices, public programmes, and governance challenges
- Methodological competence in qualitative, quantitative, or mixed research approaches
- Critical engagement with contemporary debates in governance, public management, development administration, public policy, or related areas

2. General Guidelines

a) Learners must read these guidelines carefully to understand the requirements and timeline for submission.

- b) The dissertation may be prepared using MS Word or LaTeX, or may be handwritten in a neat and legible format.
- c) Handwritten dissertations are permitted, provided they are clear and tidy, and meet the same structural and length requirements (minimum 40 pages)
- d) The content should be free from typographical and grammatical errors. Formatting, spacing, citation style, and referencing should be consistent throughout the document.
- e) Personal details such as phone numbers or email addresses must not appear in the dissertation. Only the learner's name and enrolment number should be included.
- f) Learners must maintain regular academic interaction with their supervisor, particularly during topic selection, theoretical framing, and finalisation of structure and arguments.
- g) The final dissertation must be submitted to the Learner Support Centre by the deadline announced by the Controller of Examinations.
- h) Each dissertation must include a Certificate by the Supervisor and a Declaration by the Learner, duly signed and dated.
- i) A soft copy of the dissertation must be retained by the learner. The learner must also bring a hard copy during the Viva Voce examination.
- j) There will be no provision for revaluation of the dissertation/ Project

3. Identification of Topic for Dissertation / Project Report

The selection of an appropriate and intellectually meaningful research topic marks the first and most crucial stage of the dissertation process. The quality, relevance, and successful completion of the dissertation largely depend on the clarity, significance, and feasibility of the research problem chosen.

The topic should:

- Be directly related to Public Administration and aligned with the learner's academic background, interests, and specialization.
- Provide scope for critical analysis, conceptual interpretation, policy evaluation, or administrative assessment.
- Be feasible within the available time frame and accessible resources, including data and academic materials.

- Offer potential for originality through new perspectives, reinterpretation of existing ideas, or critical examination of policies, institutions, or administrative practices.

Suggested Steps for Topic Selection

- Identify a broad area of interest (e.g., Indian Administration, Comparative Public Administration, e-Governance, Public Policy, Local Governance, Administrative Reforms).
- Reflect on your academic interests, prior exposure, and career orientation.
- Choose a topic that allows analytical depth and intellectual engagement.
- Conduct preliminary reading to understand existing research in the field.
- Review books, journal articles, reports, dissertations, and official documents.
- Consult your supervisor while refining your research focus.
- Evaluate feasibility in terms of time, access to data, and research resources.
- Ensure that the study has scope for originality, reinterpretation, or critical insight.
- Frame a title that is precise, descriptive, and academically appropriate.

A sound research topic in Public Administration may be theoretical, conceptual, empirical, or analytical. It may involve policy analysis, institutional studies, governance assessment, administrative reforms, comparative studies, or interdisciplinary approaches. Interdisciplinary and multidisciplinary topics are especially encouraged where relevant.

The topic must be finalized only after consultation with the assigned supervisor and must receive formal approval before detailed work begins.

4. Literature Review

The literature review is a foundational component of research. It provides conceptual grounding, historical context, and scholarly orientation for the study. It also demonstrates the learner's familiarity with major theories, scholars, policy debates, administrative models, and research trends related to the chosen topic.

An effective literature review does more than summarize previous studies. It situates the research within existing academic discussions and clarifies how the proposed study contributes to the field by addressing gaps, inconsistencies, or unresolved questions.

Objectives of a Literature Review

- Demonstrate understanding of existing scholarship.
- Identify major theories, concepts, authors, and policy debates.
- Critically examine earlier studies and interpretations.
- Clarify the theoretical or analytical perspective adopted.
- Show how the dissertation contributes to ongoing academic and policy discussions.

Steps in Conducting a Literature Review

Define scope and focus: Determine the theme, administrative level (local, state, national, global), time period, and theoretical approach.

Search systematically: Use academic books, journals, government reports, policy documents, institutional publications, databases, and credible digital repositories such as JSTOR, Google Scholar, and official government portals.

Read analytically: Identify key arguments, methodologies, findings, and limitations in each source.

Organise and synthesize: Group literature by theme, theory, author, or approach. Compare perspectives and highlight areas of agreement and debate.

Cite correctly: All sources must be cited using a standard referencing style such as APA (7th edition).

5. Research Design and Implementation

Research design refers to the structured plan through which a learner investigates a problem in Public Administration. It involves defining the research problem, selecting appropriate methods, identifying data sources, and ensuring logical coherence in analysis. Depending on the topic, studies may be theoretical, empirical, analytical, comparative, or mixed-method in nature.

Core Components of Research Design

Research Problem and Objectives

Clearly state the research question and specify the objectives of the study.

Purpose of the Study

Determine whether the research aims to analyse a policy, evaluate a programme, compare administrative systems, interpret a theory, or examine governance outcomes.

Conceptual or Theoretical Framework

Identify the administrative theories or conceptual models guiding the study, such as New Public Management, Good Governance, Public Choice, Institutionalism, or Development Administration.

Research Approach / Method

Select an appropriate methodological approach, for example:

- Analytical or theoretical analysis
- Case study method
- Comparative analysis
- Policy analysis
- Historical method
- Qualitative or quantitative analysis

Sources of Data

- **Primary Sources:** Interviews, surveys, official records, government data, field observations, policy documents.
- **Secondary Sources:** Books, journal articles, research reports, statistical publications, and institutional studies.

Research Tools and Techniques

- Concept clarification and operationalization
- Logical reasoning and critical evaluation
- Interpretation of administrative data or texts
- Comparative frameworks
- Use of diagrams, tables, and analytical models where relevant

Limitations

Clearly state the scope and boundaries of the study, including constraints related to time, access to data, geographical coverage, or methodological limitations.

Execution Tips

- Maintain a research diary to record readings, ideas, and observations.
- Prepare a tentative chapter outline early and revise it as the study progresses.
- Maintain regular communication with your supervisor for academic guidance.
- Allocate sufficient time for analysis, revision, and refinement of arguments.

6. Writing and Presentation

The dissertation must be written in a clear, coherent, and logically structured manner. Academic rigor, analytical clarity, and conceptual precision are essential. The work should reflect the learner's ability to understand administrative ideas, interpret evidence, and present reasoned arguments.

Writing Guidelines

- Use formal academic language throughout.
- Avoid conversational or overly personal expressions.

- Begin each chapter with an introductory overview and end with a brief transition to the next chapter.
- Maintain consistency in terminology and conceptual usage.
- Define key concepts clearly and avoid ambiguity.
- Use quotations sparingly and integrate them analytically.

Organization of the Dissertation

A) Chapter Structure

All dissertations should follow a standard four-chapter format:

Chapter I – Introduction

Background, significance, research problem, hypothesis, objectives, scope, methodology, limitations, and chapter outline.

Chapter II – Literature Review and Conceptual Framework

Review of relevant scholarship, theoretical foundations, and conceptual orientation.

Chapter III – Discussion/Data Analysis

Core analysis of data, arguments, comparisons, or interpretations.

Chapter IV – Conclusion

Summary of findings, major contributions, policy or theoretical implications, and suggestions for further research.

B) Length Expectations

The expected length of the dissertation will range between 35 - 50 pages, including references and annexures.

Exceptions may be made in rare cases with prior approval from the dissertation supervisor.

C) Preparation for Final Submission:

- Proofread the entire draft several times for coherence, grammar, and structure.
- Ensure continuity and transitions between chapters and sections.
- Ensure that citations and bibliography are thorough and correctly formatted.
- Make sure that page numbers, tables, and quotes are properly placed and marked.

- Review your final draft with your supervisor and get it approved before printing or submission.
- A good dissertation is not just a demonstration of your academic knowledge but of your discipline, patience, and critical thinking and logical arguing skills

7. Dissertation Supervisor

The supervisor is responsible for leading and guiding the learner in research. The supervisor assists the learner in generating a workable topic, defining the research problem, selecting suitable sources and methods, and organizing the dissertation in a logically consistent and scholarly acceptable manner.

Eligibility Criteria for Supervisors:

A dissertation supervisor must be from one of the following categories:

- Full-time teaching faculty of Sreenarayanaguru Open University (SGOU) in Public Administration
- Teaching faculty (permanent/guest/contractual) in Public Administration or allied subjects from government/aided colleges.
- Retired teaching faculty in Public Administration or allied subjects from recognized colleges or universities
- Academic counsellors affiliated to SGOU with adequate qualification (PhD or M.Phil with NET OR NET with teaching or research experience in the areas concerned) in Public Administration or allied subjects.

Biodata cum Certificate

Each supervisor shall sign a Biodata cum Certificate (Annexure IV) to indicate their interest and suitability to supervise the learner. It must be attached with the final dissertation submitted.

8. Academic Integrity

Academic honesty is most important to research. The pursuit of wisdom requires honesty, critical self-awareness, and respect for others' work. Learners must conduct themselves with the utmost adherence to standards of ethical behaviour throughout the process of the dissertation.

Types of Academic Misconduct:

The following types of behaviour are explicitly forbidden and will lead to academic sanction or disqualification:

Plagiarism: Use of another's words, ideas, or arguments without attribution. It involves use of a book, journal, website, online discussion forum, or AI-generated work.

Self-plagiarism: Recopying your own previously submitted scholarly material, in whole or in part, without proper disclosure and approval.

Fabrication: Manufacture or falsification of arguments, interpretations, or sources.

Cheating or Misrepresentation: Seeking or providing unauthorized assistance in preparation of the dissertation.

Improper Citation: Not citing original work, translation, or commentaries even for material 'in the public domain.'

Unauthorized Collaboration: Collaborative work with others on a piece to be produced as one's own.

Institutional Policy:

Dissertations will be scanned, including digital plagiarism checks by digital means acceptable to the University. Suspected malpractice will be investigated in accordance with the 2023 Regulations for the Prevention of Malpractices in University Examinations.

Guidelines for Academic Honesty:

Use citation manuals or aids (APA) to prevent inadmissible referencing.

In quoting ancient texts or scriptures, it is strictly necessary to indicate the source, translator (if necessary), and edition used distinctly.

When AI tools are used, learners should not copy out answers word for word. They may use such tools only for brainstorming purposes, not for final draft development. The learners must reveal the kind of AI use they adopted, if AI tools are used by them.

When in doubt, always consult your supervisor before using controversial content or sources.

Use originality-checking software to present your work as plagiarism-free as possible.

Academic honesty is not just a technical imperative, but also a matter of moral obligation and a gesture of respect towards the academic communities and traditions with which you are engaged. It guarantees that your own distinctive voice, however humble, joins in the ongoing academic discourse with honour and integrity.

9. Submission of the Dissertation

The learners must comply with the given norms and timetables strictly while making the dissertation submission. Disobedience to these norms can lead to rejection or cancellation of submission.

Submission Requirements:

Submit one copy of the completed dissertation to the concerned Learner Support Centre (LSC) on or before the gazetted last date announced by the University.

The dissertation shall be spiral bound or hard bound. Lamination or plastic covers are not allowed.

It should have a minimum of 35 typed pages (not including annexures and bibliography). It may be 40 pages handwritten.

It should contain:

Certificate by the Supervisor (Annexure IV)

Declaration by the Learner (Annexure V)

Dated and signed in full.

The learner should keep a soft copy of the dissertation, and the University can demand it for verification or archival purposes.

The original hard copy of the submitted dissertation must be brought by the learner for the Viva Voce examination.

The date and venue of Viva Voce examination will be notified by the Controller of Examinations.

Late submissions or submissions without proper certificates will not be accepted and may be liable for disqualification.

Disqualifications and Late Submissions:

Dissertations submitted without the necessary certificates, those containing any mistakes in their formatting, or without the endorsement of the supervisor can be rendered null and void.

Learners should submit papers early enough prior to the specified deadline to facilitate technical or logistical failures.

10. Supervision and Responsibilities

The supervisor plays a vital academic and mentoring role in guiding the learner throughout the dissertation process. The supervisor is expected to:

- Assist the learner in identifying and refining a suitable research topic.
- Recommend relevant primary and secondary sources, including official documents, reports, and scholarly literature.
- Guide the learner in selecting appropriate research methods or analytical approaches suited to Public Administration studies.
- Review chapter drafts and provide constructive academic feedback for improvement.
- Ensure adherence to academic standards, including originality of work and avoidance of plagiarism.
- Approve the final version of the dissertation before submission.

Responsibilities of the Learner

The learner bears primary responsibility for the successful completion of the dissertation. The learner is expected to:

- Maintain regular and respectful communication with the assigned supervisor.
- Submit drafts and revisions within agreed timelines and respond carefully to feedback.
- Keep records of meetings, suggestions, and academic guidance for reference.
- Conduct independent reading, data collection, and analysis using appropriate academic sources.
- Properly acknowledge the supervisor's academic guidance in the final dissertation.
- Demonstrate intellectual initiative, critical thinking, and analytical engagement rather than relying solely on instructions.
- Accurately cite all sources used and strictly avoid plagiarism in any form.

Conflict Resolution

In case of any unresolved academic dispute between the learner and supervisor:

- The learner may submit a written representation to the concerned Head of the School, SGOU
- The university will facilitate a fair and timely resolution in consultation with both parties.

11. Language of the Dissertation

- The dissertation must be written in English.
- All technical terms, citations, and references should be clearly explained and properly formatted.
- Learners must ensure that the language is formal, academic, and free from spelling or grammatical errors.
- Use of software tools for grammar and plagiarism checks is encouraged before submission.

12. Format of the Dissertation

All dissertations must adhere to the formatting and structural guidelines outlined below. Deviation from these standards may result in the return or rejection of the report.

Order of Contents:

- 1. Cover Page** – Must include:
 - Title of the Dissertation
 - Name of the Learner
 - Enrolment Number
 - Programme Name (MA Public Administration)
 - Name of the University (Sreenarayaguru Open University)
 - Date, Month and Year of Submission
- 2. Certificate by the Supervisor** (Annexure IV)
- 3. Declaration by the Learner** (Annexure V)
- 4. Acknowledgement**
- 5. Table of Contents**
- 6. List of Tables and Figures (if any)**
- 7. Chapters (Minimum 4):**
 - Chapter I: Introduction
 - Chapter II: Literature Review and Conceptual Framework
 - Chapter III: Discussion, Data Analysis
 - Chapter IV: Findings and Conclusion
- 8. Bibliography / References** (APA 7th edition)
- 9. Appendices** (if applicable)

Formatting Specifications:

- Paper size: **A4**, one-side printing
- Font: **Times New Roman**

- Title: Size 15, Bold
- Sub-headings: Size 14, Bold
- Body text: Size 12, Regular
- Line spacing: **Double spacing**
- Paragraph spacing: **No extra spacing** between paragraphs
- Margins: **1.5 inches on the left, 1 inch on all other sides**
- Page numbers: Bottom-right corner of each page
- Each chapter must begin on a **new page**

13. Viva Voce and Evaluation

The dissertation carries a total of **100 marks**, divided as follows:

- **Dissertation/Project Report:** 70 marks
- **Viva Voce Examination:** 30 marks

Dissertation Evaluation Criteria (70 marks):

1. Introduction & Research Context (5 marks)
2. Statement of Research Problem, Hypothesis and Objectives (5 marks)
3. Review of Literature (10 marks)
4. Research Methodology & Theoretical Framework (5 marks)
5. Discussion & Data Analysis (25 marks)
6. Conclusion – 10 marks
7. References & Academic Apparatus – 10 marks

Viva Voce Evaluation Criteria (30 marks):

- Conceptual clarity and subject knowledge
- Justification of methodology and research design
- Interpretation of results and conclusions
- Presentation skills and logical reasoning
- Ability to respond to queries related to the research topic

The Viva Voce will be conducted by an external examiner appointed by the University, in the presence of the internal supervisor.

14. Examples of reference list in APA 7th format

Single Book Author

Format:

Author, A. A. (Year). *Title of book* (Edition/Vol. if any). Publisher.

Example:

Wilson, W. (1887). *The study of administration*. Political Science Quarterly.

Multiple Authors

Format:

Author, A. A., & Author, B. B. (Year). *Title of book*. Publisher.
(For 3–20 authors, list all names separated by commas and use “&” before the last author.)

Example:

Rosenbloom, D. H., Kravchuk, R. S., & Clerkin, R. M. (2022). *Public administration: Understanding management, politics, and law in the public sector* (9th ed.). McGraw-Hill.

Edited Book

Format:

Editor, A. A. (Ed.). (Year). *Title of book*. Publisher.
(If multiple editors: Editor, A. A., & Editor, B. B. (Eds.).)

Example:

Peters, B. G., & Pierre, J. (Eds.). (2003). *Handbook of public administration*. Sage Publications.

Encyclopaedia (Print or Online)

Format (Print):

Author, A. A. (Year). Title of entry. In E. E. Editor (Ed.), *Title of encyclopedia* (Vol. xx, pp. xxx–xxx). Publisher.

Format (Online):

Author, A. A. (Year, Month Day). Title of entry. In *Title of encyclopedia*. URL

Example (Online):

Frederickson, H. G. (2023). Public administration. In *Encyclopaedia Britannica*.
<https://www.britannica.com/topic/public-administration>

Journal Article

Format:

Author, A. A. (Year). Title of article. *Title of Journal*, volume(issue), page range.
<https://doi.org/xxxxx>

Example:

Denhardt, R. B., & Denhardt, J. V. (2000). The new public service: Serving rather than steering. *Public Administration Review*, 60(6), 549–559. <https://doi.org/10.1111/0033-3352.00117>

Online Website**Format:**

Author, A. A. (Year, Month Day). Title of page. *Website name*. URL

Example:

Organisation for Economic Co-operation and Development. (2023, June 10). Government at a glance 2023. *OECD*. <https://www.oecd.org/governance/government-at-a-glance/>

15. Sample Topics for MA Public Administration Dissertation

The following are sample dissertation topics only; learners are encouraged to choose a research topic that aligns with their academic interests, career aspirations, and practical considerations.

I. Governance, Administrative Theory, and Contemporary Relevance

Good Governance Indicators and Local Government Performance: A Study of Selected Panchayats/Municipalities

Scope: Evaluates transparency, accountability, participation, and responsiveness in local bodies.

Administrative Ethics and Anti-Corruption Mechanisms in Public Institutions in Kerala

Scope: Studies vigilance systems, Lokayukta functioning, grievance redress mechanisms, and integrity frameworks.

II. Public Policy and Development Administration

Environmental Hazards and Policy Interventions in Kerala: Floods, Landslides, and Climate Governance

Scope: Analyses the administrative response to recurring floods and landslides, disaster preparedness, and climate adaptation strategies.

Urban Governance and Waste Management in Kerala Cities

Scope: Analyses solid waste management reforms, decentralised waste systems, and administrative coordination in urban local bodies.

III. Local Governance and Decentralization

Participatory Governance Mechanisms in Kerala: Social Audits, Gram Sabhas, and Citizen Forums

Scope: Evaluates citizen engagement and accountability practices at the local level.

Urban Local Bodies and Smart Governance Initiatives in Kerala

Scope: Examines e-governance tools, service digitisation, and data-driven urban administration.

IV. Digital Governance and Administrative Innovation

Digital Divide and Inclusive Governance in Kerala

Scope: Examines access disparities in digital public services among rural, coastal, or marginalised communities.

Cybersecurity and Data Protection in Government Departments

Scope: Analyses administrative preparedness for data privacy and digital risk management.

V. Development Administration and Sectoral Governance

Water Resource Management and Inter-Departmental Coordination in Kerala

Scope: Analyses river management, drinking water supply systems, and climate-related stress.

Public–Private Partnerships in Infrastructure Development in Kerala

Scope: Evaluates governance structures, risk-sharing models, and accountability in infrastructure projects.

VI. Personnel Administration and Institutional Capacity

Civil Service Responsiveness and Political Neutrality Public Institutions in Kerala

Scope: Examines the balance between bureaucratic professionalism and political direction.

Gender Representation and Leadership in Kerala Public Services

Scope: Analyses trends in women’s participation and barriers to advancement.

VII. Law, Accountability, and Democratic Governance

Role of the Lokayukta in Strengthening Administrative Accountability

Scope: Assesses institutional effectiveness in addressing corruption and maladministration.

Disaster Governance and Institutional Coordination: A Study of Kerala State Disaster Management Authority

Scope: Examines preparedness, inter-agency coordination, and post-disaster rehabilitation policies.

VIII. Comparative and Emerging Perspectives

Comparative Study of Decentralisation: Kerala and Another Indian State

Scope: Analyses institutional design, fiscal autonomy, and participatory governance.

Green Governance and Sustainable Urban Development in Kerala

Scope: Studies environmentally sustainable urban planning and regulatory frameworks.

Annexure I: Cover Page

DISSERTATION TITLE

In partial fulfilment of the requirements of the degree of the Postgraduate Programme in Public Administration

Submitted by:

FULL NAME OF THE LEARNER

Learner Enrolment Number

**POSTGRADUATE PROGRAMME IN
PUBLIC ADMINISTRATION**

Under the Supervision of:

NAME OF THE SUPERVISOR

Name of the Learner Support Centre

SCHOOL OF SOCIAL SCIENCES AND HUMANITIES

SREENARAYANAGURU OPEN UNIVERSITY

KOLLAM

MONTH AND YEAR OF SUBMISSION

Annexure II:

Bio Data of the Project/Dissertation Supervisor

1. Name:

(As in service records):

2. Designation & Official Address:

.....
.....
.....

3. Communication Address:

.....
.....
.....

(a) Mobile No(s):

(b) E-mail id:

4. Category of the Supervisor:

Please put a tick mark (✓)

Faculty member of Sreenarayanaguru Open University	
Faculty members (permanent/guest/contractual) from government or aided colleges	
Retired faculty member of government/aided colleges or Universities	
Academic counsellors associated with SGOU	
Ph.D. holders in the relevant subject/discipline	

5. Date of Regular Appointment in Academic/ Research Institute (Govt./Aided Colleges or University):

Date/Month/Year:/...../.....

Completed years of service:

Retired In Service

6. Educational & Professional Qualifications:

Sl. No.	Degree	Year of Passing	Subject/Discipline/ Specialisation	University
1				
2				
3				

7. Teaching Experience: As on the date of submission of Bio Data Cum Certificate

(a) Undergraduate Level: years months

(b) Postgraduate Level: years months

8. Field of Specialisation/Special Interest (if any):

I.

II.

Annexure III:

Willingness to work as Project/Dissertation Supervisor

I am willing to serve as Project/Dissertation Supervisor for PG programme of Sreenarayanaguru Open University subject to the rules in force.

I hereby declare that the details furnished above are true and correct to the best of my knowledge. In case any of the above information is found to be false or misleading or misrepresenting, I am aware that I may be held liable for it and my empanelment as Project/Dissertation Supervisor may be immediately cancelled and necessary action, as deemed fit, may be taken against me.

Date: _____

Place: _____

Signature of the Supervisor

Name: _____

Designation: _____

Institution: _____

Annexure IV:

Certificate by the Supervisor

This is to certify that the dissertation entitled: “_____”

submitted by **Mr./Ms.** _____, Enrolment No. _____, in partial fulfilment of the requirements for the award of the **Master of Arts in Public Administration**, has been carried out under my supervision. To the best of my knowledge, the work is original and has not been submitted previously for any degree, diploma, or other academic recognition.

Date: _____

Place: _____

Signature of the Supervisor

Name: _____

Designation: _____

Institution: _____

Annexure V:

Declaration by the Learner

I hereby declare that the dissertation entitled: “_____”

submitted by me in partial fulfilment of the requirements for the award of the **Master of Arts in Public Administration to Sreenarayanaguru Open University**, is my original work. It has not been submitted previously by me or any other person for any degree, diploma, or academic recognition. All sources used have been appropriately acknowledged.

Date: _____

Place: _____

Signature of the Learner

Name: _____

Enrolment Number: _____